BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

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

Tuesday, December 11, 2018 3:00 p.m.

COUNTY COMMISSIONERS

Jimbo Jackson, Chairman District 2

Bryan Desloge, Vice Chair District 4

Kristin Dozier District 5

Mary Ann Lindley At-Large



Nick Maddox At-Large

Rick Minor District 3

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, December 11, 2018, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Reverend Stanley Walker, Pastor of Tabernacle Missionary Baptist Church Pledge of Allegiance by Commissioner Bill Proctor

AWARDS AND PRESENTATIONS

- Public Safety Update (Sheriff Walt McNeil)
- Presentation of the Annual Volunteer Firefighter of the Year Award (Chairman Jackson)
- Proclamation Recognizing December as Human Rights Month (Commissioner Maddox)
- Presentation by CareerSource Capital Region (*Jim McShane*)

CONSENT

- 1. Minutes: October 23, 2018 Regular Meeting (Clerk of Court)
- 2. Payment of Bills and Vouchers (County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
- 3. FY 2018 Annual Performance and Financial Report (County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
- 4. Commissioner Appointments to the Library Advisory Board (County Administrator/ County Administration)
- 5. Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff (County Administrator/ County Administration)
- 6. Request to Schedule a Workshop on Potential Leon County Fairgrounds Improvements (County Administrator/ County Administration)
- 7. Consideration of the Solar Energy Improvement Fund Program in Partnership with the Apalachee Regional Planning Council

(County Administrator/ Office of Financial Stewardship/ Office of Resource Stewardship)

- 8. Interlocal Agreement Between the City of Tallahassee and Leon County to Manage and Control Illicit Discharges to the Leon County Municipal Separate Storm Sewer System (MS4) (County Administrator/ Public Works/ Engineering Services/ Stormwater)
- 9. Interlocal Agreement with the City of Tallahassee for the Belair/Annawood Wastewater Retrofit Project

(County Administrator/ Public Works/ Engineering Services/ Stormwater)

- 10. Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Phase II Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375) (County Administrator/Public Works/Engineering Services)
- 11. Engineering Design of Safety Improvements on Old Bainbridge Road from North Monroe Street to Gadsden County Line and the Intersection of Knots Lane (County Administrator/ Public Works/ Engineering Services)
- 12. Plat of the Lexington Park Subdivision and Acceptance of Maintenance Agreement and Surety Device

(County Administrator/ Public Works/ Engineering Services)

13. Status Report on Certified Entrepreneurial Community Program (County Administrator/ PLACE/ Office of Economic Vitality)

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

- 14. FY 2017-2018 County Grant Program Leveraging Status Report (County Administrator) Office of Financial Stewardship/ Office of Management & Budget)
- 15. Status Report on Building Permit Timeframes for New Single-Family Residential Construction (County Administrator/ Development Support & Environmental Management)
- 16. Annual Sustainability Program Status Report and 2019 Sustainable Community Summit Status Report

(County Administrator/ Office of Resource Stewardship/ Sustainability)

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

17. Orange Avenue Corridor Investment Report and Interim Placemaking Improvements at the Intersection of Meridian Street

(County Administrator/ PLACE/ Planning)

18. Overview of the Street Renaming Process and Analysis of the Renaming of Orange Avenue to Barack Obama Boulevard

(County Administrator/ Development Support & Environmental Management)

- 19. Status Report on the Primary Healthcare Program and Workshop Consideration (County Administrator/ Office of Human Services & Community Partnerships)
- 20. Renaming of Okeeheepkee Prairie Park in Honor of Former County Administrator Parwez "P.A." Alam

(County Administrator/ County Administration/ Office of Resource Stewardship/ Parks & Recreation)

21. Authorization to Negotiate with Waste Management Inc. for Solid Waste Hauling and Disposal Services

(County Administrator/ Office of Financial Stewardship/ Office of Resource Stewardship)

22. Sale of Tourism Building at 106 E. Jefferson Street (County Administrator) Office of Financial Stewardship/Real Estate)

23. 2019 Insurance Coverages

(County Administrator/ Office of Financial Stewardship/ Risk Management)

- 24. Engineering Services for Comprehensive Wastewater Treatment Facilities Plan (County Administrator/ Public Works/ Engineering Services)
- 25. Full Board Appointments of Commissioners to Authorities, Boards, Committees and/or Councils (County Administrator/ County Administration)
- 26. Full Board Appointments to the Advisory Committee on Quality Growth, the Audit Advisory Committee and the Joint City/County Bicycling Workgroup (County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

27. First and Only Public Hearing to Adopt a Proposed Ordinance Amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management)

(County Administrator/ County Attorney/ Development Support and Environmental Management)

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

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

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

Discussion Items by Commissioners

RECEIPT AND FILE

• None

ADJOURN

The next Regular Board of County Commissioner's meeting is scheduled for <u>Tuesday</u>, <u>January 22</u>, <u>2019 at 3:00 p.m.</u>

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

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.	Joint Workshop Comp Plan Amendments
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.	Transmittal Hearing on 2019 Cycle Comp Plan Amendments
April 9	Tuesday	3:00 p.m.	Regular Board Meeting
April 23	Tuesday	9:00 a.m.	Budget Policy Workshop
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.	Adoption Hearing on 2019 Cycle Comp Plan Amendments
May 28	Tuesday	3:00 p.m.	Regular Board Meeting
June 18	Tuesday	9:00 a.m.	Budget Workshop
June 18	Tuesday	3:00 p.m.	Regular Board Meeting
July 9	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
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.	First Public Hearing on Tentative Millage Rate and Budgets*
September 24	Tuesday	3:00 p.m.	Regular Board Meeting
September 24	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets*
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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PUBLIC NOTICE

Leon County Board of County Commissioners 2018 Tentative Schedule

Month	Day	Time	Meeting Type	
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 Adopt a Proposed Ordinance Amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management)	
	Thursday 13	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers	
	Monday 17	5:00 p.m.	Leon County Legislative Delegation Meeting County Courthouse, 5 th Floor 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	
	Wednesday 9 &		FAC New Commissioner Workshop	
	Thursday 10		Alachua County; Gainesville, FL	
	Thursday 10 &	Seminar 2 of 3	FAC Advanced County Commissioner Program	
	Friday 11		Alachua County; Gainesville, FL	
	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		City Commission Chambers	

Month	Day	Time	Meeting Type
M 1- 2010	G , 1 2		NACOL 112 C C
March 2019	Saturday 2 – Wednesday 6		NACO Legislative Conference
	Tuesday 12	1,00 n m	Washington, DC Workshop on Potential Leon County Fairgrounds
	tentative	1:00 p.m.	Improvements
	<u>tentative</u>	3:00 p.m.	Regular Meeting
		3.00 p.m.	County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2019
		0.00 F	Comprehensive Plan Amendments
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency
			City Commission Chambers
	Wednesday 27		FAC Legislative Day
	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
	Thursday 11 &	Seminar 3 of 3	FAC Advanced County Commissioner Program
	Friday 12		Alachua County; Gainesville, FL
	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
M 2010	T- 1 - 14	2.00	D 1 M 2
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
		0.00 p.m.	Comprehensive Plan Amendments
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency
	Tuesday 21	1.50 p.m.	City Commission Chambers
	Monday 27	Offices Closed	MEMORIAL DAY
	Tuesday 28	3:00 p.m.	Regular Meeting
		•	County Courthouse, 5 th Floor Commission Chambers
June 2019	Tuesday 11 -		FAC Annual Conference & Educational Exposition
	Friday 14		Orange County; Orlando, FL
	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
	m1 1 2 7	2.00 - 7.00	County Courthouse, 5 th Floor Commission Chambers
	Thursday 27	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency
			City Commission Chambers
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
	Thursday 11 -		NACo Annual Conference
	Monday 15	NI NA C	Clark County; Las Vegas, Nevada
	Tuesday 23	No Meeting	BOARD RECESS
	Wednesday 24 –		National Urban League Annual Conference
	Saturday 27		Indianapolis, Indiana

Month	Day	Time	Meeting Type
August 2019	Friday 16 -		Chamber of Commerce Annual Conference
August 2017	Sunday 18		Amelia Island, FL
	1 2		
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*
	TBD (typically mid-September)		Congressional Black Caucus Annual Legislative Conference TBD
	TBD (typically end of September)		FAC Innovation Policy Conference TBD
* These public he		because of the School Bo	pard's scheduling of its budget adoption public hearings.
October 2019	Monday 14	TBD	Capital Region Transportation Planning Agency Workshop TBD
	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Sunday 20 – Wednesday 23		ICMA Annual Conference Nashville, TN
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
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
	TBD (typically end		FAC Legislative Conference
	of November)		TBD
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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
January 2020			
January 2020	Wednesday 1	Offices Closed	NEW YEAR'S DAY
January 2020			

Citizen Committees, Boards, and Authorities <u>Vacancies and 2018/2019 Term Expirations</u>

www2.leoncountyfl.gov/committees/list.asp

CURRENT VACANCIES

Advisory Committee on Quality Growth

Board of County Commissioners (1 appointment)

Canopy Roads Citizens Committee

Board of County Commissioners (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Library Advisory Board

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

<u>UPCOMING TERM EXPIRATIONS</u>

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)

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: Minor, Rick (1 appointment)

SEPTEMBER 30, 2019

Council on Culture & Arts

Board of County Commissioners (3 appointments)

Housing Finance Authority of Leon County

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

Science Advisory Committee

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

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

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

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

Board of County Commissioners (3 appointments)

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

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

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

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

Leon County Board of County Commissioners

Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: October 23, 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: October 23, 2018 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the October 23, 2018 Regular Meeting.

Attachment:

1. October 23, 2018 Regular Meeting

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA REGULAR MEETING October 23, 2018

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. 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, Finance Director Jordan Steffens and Clerk to the Board Rebecca Vause.

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Sheryl Boldt, Sales Executive for Wave 94 and Newspaper Columnist. Commissioner Lindley then led the Pledge of Allegiance.

- Jack Campbell, State Attorney, addressed the Board on Agenda Item #24 "Overview of the 'No Place for a Child' Campaign and Resolution".
 - Mr. Campbell thanked the Board for contacting him regarding the agenda item and allowing him to speak about the issue. He explained that direct file is a valuable tool, which ensures that minors who commit severe crimes will receive the necessary treatment and do not reoffend. He noted that there has been a drop in the number of juveniles charged as adults, the majority of which are 17 years of age and stated that he personally reviews all decisions to direct file. Mr. Campbell added that a judge can choose to override a direct file after the case has been heard and may charge the offender as a minor.
 - Commissioner Proctor expressed great concern regarding the disproportionate number of African-American children who are direct filed. He submitted that a review by the court is needed prior to a final determination to direct file.
 - Commissioner Dozier confirmed that juveniles are segregated from the adult prison population. She also inquired if there was another approach he would recommend.
 - Sate Attorney Campbell explained that any other approach would require substantial changes to the criminal justice system and argued that the State Attorney should retain the discretion to direct file cases when appropriate.
 - Commissioner Desloge proclaimed his confidence in the State Attorney's Office and offered that he did not have enough information or expertise to support any change in the way the program is administered.

AWARDS AND PRESENTATIONS

- Chairman Maddox read into the record a Proclamation recognizing the retirement of William Jerome Swint after 35 years of service.
- Commissioner Dailey read into the record a Proclamation recognizing Tony Park's 38 years of service to Leon County.
 - Mr. Park reflected on his tenure with the County. He thanked the Board for the honor and privilege to serve the citizens of Leon County. He expressed his gratitude to the Public Works staff (past and present) and to his home family for their support over the years.
 - Commissioners individually expressed their appreciation to Mr. Park for his professionalism, calmness, empathy and building a culture of humility among Public Works staff.

- Chairman Maddox, along with County Administrator Long, read into the record a Proclamation recognizing Commissioner John E. Dailey's 12 years of service to Leon County as the District 3 Commissioner.
 - County Administrator Long expressed, on behalf of all Leon County employees, deep sincere appreciation and gratitude to Commissioner Dailey. He reflected on Commissioner Dailey's humor, heart and intellect and presented a framed photo of Lake Jackson.
 - Commissioner Dailey stated that he was excited about the next chapter of his life and thanked the citizens of District 3 for giving him the opportunity to serve them during the past 12 years. He then thanked his family for their support.
- Chairman Maddox read into the record Proclamations recognizing prominent entrepreneur winners for the 26th Annual Big Bend Minority Enterprise Development Week, October 29 November 1, 2018.
 - Kay Stephenson, Datamaxx 2018 Women Business Enterprise of the Year Award.
 - Vincent Raffington, Formals by Vince 2018 Minority Business Enterprise of the Year.
- Public Safety Update
 - At the request of Sheriff Walt McNeill, the presentation has been rescheduled to November 20, 2018.
- Presentation of the Annual Report of the Tallahassee-Leon County Commission on the Status of Women and Girls.
- 1. Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Joint County/City Agreement with The Oasis Center for Women & Girls (This item is included under the Consent Agenda)

Ms. Andrea Jones, past Vice Chair, Tallahassee/Leon County Commission on the Status of Women and Girls presented the 2017-2018 Annual Report. She noted that the Commission is composed of 21 volunteers who have donated approximately 1500 hours this past year. She thanked the Board for its continued support.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Options 1 & 2: 1) Accept the 2018 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report, and 2) Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Women and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support. The motion carried 7-0.

CONSENT:

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of the Consent Agenda, with the exception of Items 14 & 17. <u>The motion carried 7-0.</u>

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for October 23, 2018 and Pre-Approval of Payment of Bills and Vouchers for the Period of October 24, 2018 through November 19, 2018.

3. FY 2018 Carry Forward Appropriations, FY 2018 Year-End Adjustments and Acceptance of the State Homeland Security Grant

The Board approved Options 1, 2 & 3: 1) Authorize the carry forward of the FY 2018 appropriations to the FY 2019 budget by adopting the associated resolution and budget amendment; 2) Approve the FY 2018 year-end budget adjustments, and the associated resolution and budget amendments, and 3) Accept the State Homeland Security Grant in

the amount of \$22,744 and authorize the County Administrator to execute the grant agreement.

4. First Appearance Attorney Funding for the Office of the Public Defender, Second Judicial Circuit

The Board approved Option 1: Approve the agreement with the Office of the Public Defender, Second Judicial Circuit and authorize the County Administrator to execute in a form approved by the County Attorney.

5. Commissioner Appointment to the Code Enforcement Board

The Board approved Option 1: Ratify Commissioner Dailey's appointment of a citizen, Will Shepherd, to the Code Enforcement Board for a three-year term ending July 31, 2021.

6. Proposed Public Notice 2019 Tentative Meeting Schedule, Proposed 2019 Board Travel Schedule, and Proposed New Policy "Meeting Dates for Board of County Commissioners"

The Board approved Options 1, 2, 3 & 4: 1) Adopt the proposed Leon County Board of County Commissioners' Public Notice 2019 Tentative Meeting Schedule; 2) Approve the proposed Board of County Commissioners' 2019 Travel Schedule, and authorize Commissioners' travel to the scheduled events; 3) Schedule the 2019 Board Retreat for Monday, December 9, 2019, and 4) Adopt the propose new policy "Meeting Dates for Board of County Commissioners".

7. Final FY 2017/18 Commissioner Discussion Items Status Report

The Board approved Option 1: Accept the Final FY 2017/18 Commissioner Discussion Items Status Report.

8. Proposed Resolution to Reclassify the Water Resources Committee to an Advisory Committee that shall Operate and Function as a Focus Group

The Board approved Option 1: Adopt proposed Resolution to reclassify the Water Resources Committee to an advisory committee that shall operate and function as a focus group.

9. Florida Department of Health County Emergency Medical Services Entitlement Grant

The Board approved Options 1 & 2: 1) Accept the Florida Department of Health County Emergency Medical Services Entitlement Grant in the amount of \$35,450 and authorize the County Administrator to execute all documents related to the grant project, and 2) Approve the associated Resolution in support of the Grant.

10. Authorization to Transfer a Surplus Leon County Emergency Medical Services Ambulance to Lively Technical Center

The Board approved Option 1: Authorize the transfer of the surplus Leon County Emergency Medical Services ambulance to the Lively Technical Center for training purposes.

11. Request to Rename a Segment of "Sumerlin Drive" Located in the Meadow Ridge Subdivision to "Prairie View Court"

The Board approved Option 1: Approve the request to rename the segment of "Sumerlin Drive" located in the Meadow Ridge Subdivision to "Prairie View Court" as recommended by the Addressing Steering Committee.

12. Request to Schedule the 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) for December 11, 2018 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing on the proposed Ordinance amending the Environmental Management Act (Chapter 10, Article IV) and Section 10-8.301 (Floodplain Management) for December 11, 2018 at 6:00 p.m.

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

The Board approved Option 1: Approve the renewal of the Agreement with Apalachee Center, Inc. for Baker Act and Marchman Act state-mandated services for FY 2019, and authorize the County Administrator to execute.

14. FY 2019 Primary Healthcare Program Agreements

Commissioner Proctor requested the item be pulled for further discussion.

Speakers:

• Dr. Hollifield, Longleaf Court, remarked on the 47,000 individuals in the county who are without insurance and how black infants continue to die disproportionately. He spoke of his concerns regarding Big Bend Cares and Tallahassee Memorial Healthcare.

Commissioner Proctor explained that he requested the item be pulled after reviewing the data and realizing the need for mental health services. He noted Board actions taken in 2016 which realigned \$150,000 from mental health funding to serve as the required local match which leveraged an additional \$1.5 million from the State; and ascertained from Deputy County Administrator Alan Rosenzweig that the County has a five-year commitment from the State for funding. Commissioner Proctor questioned the low number of visits to Bond Community Health Center especially when compared to Neighborhood Medical Center (NMC) (1,687 to 4,175 respectively). Shington Lamy, HSCP Director, responded that the data only reflects the number of uninsured individuals that visited Bond and met the County's income criteria. He added that NMC has multiple locations and more staff which contributes to the significant difference in the number of visits. Commissioner Proctor continued to express his concerns regarding the drop-in visits to Bond and requested Mr. Lamy to reevaluate the numbers to insure their correctness. He also asked that the item not be placed on the Consent Agenda next year.

Commissioner Proctor continued to express his angst over the "woefully" inadequate funding for mental health services and suggested that it was the Board's responsibility to ensure all health care partners were maximizing its resources. He suggested that a meeting of the County's primary healthcare partners be convened.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option 1, <u>as amended:</u> Approve the FY 2019 Agreements with Bond Community Health Center, Inc., Neighborhood Medical Center, Inc., Apalachee Center, Inc., Capital Medical Society Foundation/We Care Network, at the Florida A&M University College of Pharmacy and Tallahassee Memorial Healthcare, Inc. for the health care program and authorize the

County Administrator to execute <u>and direct staff to convene a meeting with the County's primary healthcare partners.</u>

The motion carried 7-0.

15. Direct Emergency Assistance Program Agreement with Capital Area Community Action Agency, Inc.

The Board approved Option 1: Approve the Direct Emergency Assistance Program Agreement with Capital Area Community Action Agency, Inc. and authorize the County Administrator to execute.

16. Veterans Emergency Assistance Program Agreement with Emergency Care Help Organization

The Board approved Option 1: Approve the Agreement with the Emergency Care Help Organization to administer the Veterans Emergency Assistance Program and authorize the County Administrator to execute.

17. Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms ("Gun Show Loophole") Ordinance

The item was pulled by Commissioner Lindley for further discussion.

County Administrator Long introduced the item.

Commissioner Lindley stated that, since adopting the Ordinance, the County has hosted three gun shows and ongoing gun sales at the Flea Market continue without issue or complaint. She noted that Duval County would like to use Leon County's Ordinance as a model

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Accept the Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms ("Gun Show Loophole") Ordinance. <u>The motion carried 7-0.</u>

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

• Mickey Britt, 4407 Millwood Lane, spoke in support of Constitutional Amendment 4 (felons right to vote) and expressed concerns about the way he was regarded by the VA Hospital staff and the treatment (or lack of treatment) he received.

GENERAL BUSINESS

Chairman Maddox asked that Item #24 be moved up on the agenda. No objection was received.

24. Overview of the "No Place for a Child" Campaign and Resolution

County Administrator Long introduced the item. He stated that the item provides an overview of the issue and requests Board direction on support for the Resolution to limit prosecution of minors as adults.

Speakers:

• Nancy Daniels, 1555 Clifford Hill Road, former Public Defender, did not speak; however, her speaker card stated, "I am in strong support of this Resolution."

- Scott McCoy, P.O. Box 10788, Southern Poverty Law Center, stated that the Board was not being asked to legislate this issue; but to support a Resolution limiting the prosecution of minors as adults. He discussed the power of the State Attorney to direct file and opined it should be a very difficult decision that involves more people, especially a judge. He shared that Florida was one of three states that gives authority to the State Attorney without any checks and balances from the judiciary. He urged the Board to support the proposed Resolution.
 - Commissioner Proctor asked if there is a standard utilized by the State Attorney to determine competency of a juvenile being considered for direct file. Mr. McCoy responded that there is a legal process of determining the competency of a child to stand trial; however, there is no formalized process by which evidence is presented about the mental maturity or decision-making skills of the juvenile offender.
- Andy Thomas, 301 S. Monroe Street, 2nd Circuit Public Defender, spoke in support of the proposed Resolution. He offered statistics validating the stance that African American juveniles are direct filed at a disproportionate rate and suggested that more resources are available if adjudicated as a juvenile.
- Karen Woodall, 579 E. Call St., Executive Director, Florida Center for Fiscal and Economic Policy, shared the names of the 29 statewide organizations that stand in support of the proposed Resolution. She submitted that this was not a preemption issue, but a due process issue. She encouraged the Board to support the Resolution.
- Kara Gross, P.O. Box 10788, ACLU of Florida, thanked the Board for considering the proposed Resolution and conveyed the ACLU's strong support. She advocated for the inclusion of a judge in the decision to adjudicate a child as an adult. She remarked that the decision to prosecute a child as an adult has severe and long-lasting consequences.
- Denitsa Kolev, 420 N. Adams St., is currently working on the children in prison project where most clients are in prison as a result of direct file. She advocated for a judge to be part of the process to determine if direct file was warranted. She urged the Board to support the proposed Resolution.
- Kayleigh Lamphere, waived time in support of the proposed Resolution.

Commissioner Proctor moved, duly seconded by Commissioner Dozier, to approve Option 2: Accept the status report and adopt the Resolution in support of the "No Place for a Child" Coalition's Campaign.

Commissioner Proctor referenced the Graham v. Florida case in which the US Supreme Court ruled that juvenile offenders cannot be sentenced to life imprisonment without parole for non-homicide offenses. He mentioned that there are 47 states which require judicial involvement in the decision to prosecute a child as an adult and asked the Board to support the Resolution.

Commissioner Dozier stated that she was surprised to learn that there was no other way to appeal or to get a competency hearing when a State Attorney decides to direct file. She commented that this is the beginning of a larger conversation and appreciated the Board's willingness to consider the Resolution.

Chairman Maddox voiced his support for the motion.

The motion carried 7-0.

18. Status Report on Leon County's Preparation, Response, and Recovery Efforts Related to Hurricane Michael

County Administrator Long introduced the item. He shared that the recovery process is still ongoing; thus, the agenda item should not be considered an After-Action Report. That report will be presented to the Board within 90 days. He then provided a brief overview of the status report noting that the Emergency Operations Center was activated for 194 hours with over 530 Leon County employees participating in the preparation, response and recovery efforts. He conveyed that the County continues its debris removal efforts with 38 trucks; which have already collected more debris than the amount produced by Hurricane Hermine. The County Administrator noted that the agenda item goes into much detail and that FEMA representatives are in attendance to answer any questions or provide additional information.

County Administrator Long thanked Chairman Maddox and the Board for its support during the storm event. He also expressed appreciation to Constitutional Officers, Leon County Schools, the City Manager and City employees, Sheriff McNeil and his employees and many other partners including multiple non-profits.

The Board then invited Patrick Cornbill, FEMA representative, to provide an overview of FEMA assistance available to individuals and small businesses as a result of Hurricane Michael. He thanked the County for partnering to establish a Disaster Recovery Center at the Main Library. Mr. Cornbill directed citizens to the disasterassistance.gov website for recovery assistance grants.

Speakers:

- Sharon Tyler, 5103 Wildrose Way, Executive Director, American Red Cross, thanked the County for the longstanding partnership. She relayed that the Red Cross served 16,464 meals and delivered 771 disaster supplies to Leon County residents. She conveyed that the event provided an opportunity to expand partnerships with the County and schools and indicated that she looked forward to future conversations with the County Administrator and Commissioners.
- Dr. Rachel Pienta, Wakulla County 4H Extension Office, discussed Wakulla County's efforts to assist other counties in the aftermath of Hurricane Michael. She also expressed concerns regarding the communication with the State EOC during the storm and suggested, going forward, that counties work together to help provide assistance to each other.
- Amber Tynan, 3100 Layla Street, United Partners for Human Services, commended the County for its recovery efforts. She discussed the needs of the smaller rural counties and efforts that were made to provide recovery assistance. Ms. Tynan mentioned that 50,000 pounds of relief materials were provided to outlying areas; however, expressed concerns regarding the distribution of those supplies. She suggested that there be one coordinated entity or effort to identify where the needs are to better maximize efforts. She also extended appreciation to Commissioner Dozier and her aide Gary Zirin.

Commissioner Dozier commended County staff and community partners for their efforts before, during and after the storm. She stated that she would like the After-Action report to consider a possible burn ban during declared emergencies as well as address issues experienced by citizens where Talquin and City Utilities overlap. Commissioner Dozier agreed that better coordination is needed to ensure that relief efforts are being maximized to the fullest. She mentioned that the Apalachee Regional Planning Council was willing to help coordinate a taskforce to address this issue and requested that Volunteer Leon and the Florida Association of Counties be included in this effort.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Options 1, as amended, 2, 3 & 4: 1) Accept the status report on Leon County's preparation, response, and recovery efforts related to Hurricane Michael, and direct Leon County Volunteer Services to work with the Apalachee Regional Planning Council, who will be convening relevant partners to discuss coordination of nonprofit and community aid efforts throughout the region; 2) Approve the amendment to the Leon County State Housing Initiative Partnerships Local Housing Assistance Plan for the Disaster Mitigation Strategy and adopt the associated Resolution for submittal to the Florida Housing Finance Corporation; 3) Authorize the Chairman to extend the Declared Local State of Emergency in 7-day increments as needed until such time as the County's Hurricane Michael recovery operations are complete, and 4) Authorize the County Administrator to provide up to 16 additional hours of annual leave to County employees who were activated for Hurricane Michael response and recovery efforts.

Commissioner Proctor asked that the After-Action Report include a review of the process for consolidating or closing shelters as he noted that Rickards High School was not utilized as a shelter; which he opined resulting in a void in the area. He also suggested that improvements be considered for the Fairgrounds site so that it can be utilized as a staging area by FEMA.

The motion carried 5-0.

Commissioner Proctor asked that the After-Action report reflects the economic impact of Hurricane Michael.

Chairman Maddox recessed the Board for its dinner break at 5:40 p.m. and announced it would reconvene at 6:00 p.m. to conduct the scheduled public hearings.

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

Chairman Maddox introduced the item. He indicated that the item reflects the annual performance review for the County Administrator, in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process." He commended County Administrator Long for the great job he has done and appreciated the hard work. He noted that the evaluations are also a reflection of the efforts of County staff.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Ratify annual performance reviews of the County Administrator in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process." The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

20. FY 2018-19 Board Retreat Overview

County Administrator Long introduced the item. He stated that the item provides an overview of the FY 2018-19 Board Retreat and seeks acceptance of the proposed outline, which includes a presentation and focused discussion with the Board on the County's current and future initiatives to build "social infrastructure".

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Accept the FY 2018-19 Board Retreat Overview. <u>The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).</u>

21. Springs Restoration Grant for the Woodville Sewer Project and Update on Additional Septic Tank Upgrades/Replacements funded through the Blueprint 2020 Water Quality and Stormwater Improvement Project and State Grants

County Administrator Long introduced the item. He stated that the item seeks approval to modify the existing State of Florida's Springs Restoration Grant Agreement for the design of the Woodville Sewer Project. He indicated that the recommended modifications include a reduction in project scope to stay within the approved budget and a change in management from Northwest Florida Water Management District to Florida Department of Environmental Protection. The item also provides a comprehensive update on the County's commitments to replace or upgrade existing septic tanks through the Blueprint 2020 Water Quality and Stormwater Improvement funding and state grants, as well as, other ongoing initiatives and future policy issues that will come before the Board.

Commissioner Proctor expressed his enthusiasm for the project. He noted the positive economic impact it will have on the area and the protections it will provide to Wakulla Springs.

Commissioner Proctor moved, duly seconded by Commissioner Lindley, approval of Option 1: Approve the modifications to the existing State of Florida Springs Restoration Grant for the Woodville Sewer System Project Phase 1 and authorize the County Administrator to execute the grant agreement, in a final form approved by the County Attorney. The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

22. Modifications to the County's Tourism Grant Programs

County Administrator Long introduced the item. He indicated that the item seeks Board approval to award Signature Event Grants to Springtime Tallahassee and Red Hills Horse Trials. He added that the item also seeks 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.

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Options 1, 2 & 3: 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, and 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.

Commissioner Dozier supported the Legacy Events category and was pleased to support the motion. She suggested a discussion at the upcoming Board Retreat on how the Board can support the use of County infrastructures, such as the cross-country track, in promoting tourism.

Commissioner Proctor pointed out that the total amount contemplated for the two events exceeds funding for mental health services and was unclear as to the economic impact of the two events receiving tourism grants. Commissioner Proctor also expressed angst that the County's brand was not more evident at the Red Hills event considering the County's substantial financial support.

The motion carried 5-0 (Commissioners Jackson and Dailey absent).

23. Overview of the Street Renaming Process and Analysis of the Renaming of Orange Avenue to Barack Obama Boulevard

County Administrator Long introduced the item. He recalled that the Board had, at its September 4, 2018 meeting, requested an analysis of the street renaming process and an analysis of the renaming of Orange Avenue to Barack Obama Boulevard. He noted that State Statues prevents the County from renaming a state road and the renaming of any City street requires the approval of the City.

Speaker:

• Delaitre Hollinger, 501 Alpha Avenue, asked the Board to consider the Springhill Road option to honor President Barack Obama.

Commissioner Dozier moved to continue the item until December. The motion was not recognized by Chairman Maddox.

Commissioner Proctor indicated that he had been persuaded by Mr. Hollinger that the Springhill Road option may be the most palatable to the renaming endeavor. He expressed appreciation to the Board for its openness to this request.

Commissioner Dozier noted the absence of two commissioners and opined that the item deserved more discussion. She indicated that she liked both the Springhill Road and East Pensacola Street options and would like to have a more in-depth discussion with all the Commission. She suggested that the item be postponed until December.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, to postpone the item until the December 11, 2018 meeting.

Commissioner Proctor requested additional information on the East Pensacola Street option. County Administrator Long responded that the segment being contemplated is from Monroe Street to Franklin Boulevard. He added that the area has high visibility to residents as well as visitors due to its close proximity to the Capital, Smokey Hollow, the Riley House Museum and Cascades Park. Commissioner Proctor acknowledged that he shares Springhill Road with District 2 Commissioner Jackson and wanted to respect Commissioner Jackson's input and vote.

Commissioner Desloge expressed concerns about the impact to homeowners and businesses if Springhill Road is renamed. He opined that the East Pensacola Street option was more appropriate, most visible and of less impact.

Commissioner Lindley pointed out that the Springhill Road option involves 55 address changes and would like to have more discussion from the businesses who would be impacted by the change.

Chairman Maddox explained that he wanted to provide Commissioner Proctor the opportunity to speak first on this issue. He added that he could support the Springhill Road or East Pensacola Street option.

The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

25. Full Board Appointments to the Advisory Committee on Quality Growth, the Canopy Road Citizens Committee, and Council on Culture and Arts, the Joint School Coordinating Committee and the Tourist Development Council

Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Options 1 & 3:

- 1) The appointment of Brian Wiebler to the Advisory Committee on Quality Growth for the remainder of the unexpired term ending May 31, 2020, and
- 3) The reappointment of Claudia Davant to the Council on Culture and Arts for a four-year term ending September 30, 2022.

The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 2) The appointment of Paul Horn to the Canopy Road Citizens Committee for a three-year term ending October 31, 2021. <u>The motion carried 5-0 (Commissioners Jackson and Dailey</u> out of Chambers).

Commissioner Proctor reflected on the amount of damage caused to power lines from trees and suggested that the Board discuss at the upcoming Board Retreat strengthening its tree removal policy to ensure that weak and unhealthy trees are removed.

Commissioner Lindley responded that the Canopy Road Committee will meet on October 24th to review and approve its Canopy Roads Management Plan and invited Commissioner Proctor to attend and discuss his concerns.

Commissioner Lindley moved, duly seconded by Commissioner Dozier approval of Option 4: The reappointment of Louis Dilbert as the citizen appointee to the Joint School Coordinating Committee for a four-year term ending September 30, 2022. <u>The motion</u> carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

Commissioner Lindley moved, duly seconded by Commissioner Desloge, the following appointment to the Tourist Development Council.

- a. The reappointment of Bo Schmitz to the hotelier seat.
- b. The appointment of Amanda Stringer to the tourism seat.
 (The Board waived the conflicting employment relationship disclosed on Form 4A for Ms. Stringer.)

The motion carried 5-0 (Commissioners Jackson and Proctor out of Chambers).

As the following public hearings have been completed, the Board now entered into Citizens to Be Heard on Non-Agendaed Items.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

Chairman Maddox reconvened the Board at 6:04 p.m. The following public hearings were conducted.

Commissioners Jackson and Dailey did not return to the Chambers.

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

County Administrator Long announced the public hearing. He indicated that the item seeks approval to allow a proposed facility to serve adults with cognitive and developmental disabilities. He added that the proposed facility is located on City-owned property and will amend Map "H" of the Southwood development of Regional Impact, if approved. The amendment requires the approval of both the City and County Commissions.

Speakers:

- Allison Tant Richard, 6035 Boynton Homestead, stated that she is on the Board of Independence Landing and spoke on behalf of all Board members and everyone wearing "green shirts". (A number of individuals wearing "green shirts" stood in support and to be recognized.) She shared that Independence Landing is a nonprofit formed for the purpose of building a planned residential affordable housing community. She submitted that this is a growing public need that has to be addressed. She described the proposed facility and stated that numerous interactions have been held with residents of Southwood to ensure they stay informed. She thanked City and County staff and asked the Board for its favorable consideration of the amendment.
- Richard Darabi, 805 N. Gadsden Street, Moore Bass Consulting, Inc., did not speak but indicated that he was available for questions.
- David Weiss, 123 S. Calhoun Street, appeared as a representative for Independence Landing. He expressed his appreciation to staff for their assistance throughout this process and noted that both staff and the Planning Commission recommend approval. Mr. Weiss also provided that the proposed amendment is consistent with the Comprehensive Plan.

Chairman Maddox thanked Ms. Tant for her leadership and the residents of Southwood for their spirit of collaboration.

Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Option 1: Conduct the first and only Public Hearing and approve an Amendment to the Southwood Development of Regional Impact Integrated Development Order. <u>The motion carried 5-0</u> (Commissioners Jackson and Dailey out of Chambers).

27, First and Only Public Hearing for the North Monroe Freestanding Emergency Room Type "C" Site and Development Plan Application

County Administrator Long announced the public hearing.

Speakers:

- Chairman Maddox read into the record an email received from Donna Cay Tharpe expressing opposition to the application. (A copy of Ms. Tharpe's email is included as part of the record.)
- Parker Collins, 904 Parker Drive, spoke of County treasures that are Lake Jackson and the Frank Lloyd Wright House, aka "Spring House". He voiced his opposition to this development as it is on an extremely steep slope and would be very intrusive to the area.
- Chase Christensen, CFO, Capital Regional Medical Center, expressed enthusiasm for the project and provided additional insights into what it will bring to the area. He also provided an overview of how the site was selected.
 - Commissioner Proctor confirmed that City and County funds are not being used to construct the facility.
- Byrd Lewis Mashburn, 3117 Okeeheepkee Rd., spoke in opposition to the site. She asserted that there is an urgent care facility located one minute from the site along with a TMH Emergency Room at I-10 and Thomasville Road. She submitted that this is an already dangerous intersection being planned on an environmentally sensitive site. Ms. Mashburn also submitted that the Lloyd Wright House draws additional tourist to the area. She urged the Board to deny the application.
- George Huddleston, SOME, Inc. (project engineer) did not address the Board but advised that he was available for questions.

- Marcelle Praetorius, 904 Parker Drive, expressed her opposition to the proposed application. She conveyed that there are already healthcare facilities close by the proposed site, that natural resources would be affected and was concerned about the excessive noise from ambulances. She suggested that Capital Regional Medical Center seek a site on the southside of the County, where the need for such a facility is much greater.
- George E. Lewis II, 203 N. Gadsden Street, complimented staff on development of the item and appreciated the time they have spent educating the public about the project. He submitted that the facility is not needed and noted the extensive construction of elevation that would be required. Mr. Lewis asked the Board to rethink the manner in which it handles lake protection items.
- Gary Hunter, 119 S. Monroe Street, Hopping Green & Sams, attorney for the applicant, spoke in support of the application. He remarked that the item does not request a rezoning or comp plan change as the property is already zoned to allow the facility to be located at this location. He asserted that the facility is much needed and staff has determined it is an acceptable facility for the site. Documents dated October 23, 2018 which "demonstrate that the applicant has met or will meet all the conditions from DRC's recommended approval" were submitted to the Clerk for submittal into the record.

Commissioner Proctor opined that there is a regional need for this facility and submitted that it is the Board's duty to provide for the health, safety and welfare of its citizens as well as residents of surrounding counties. He noted that the application met all requirements of staff.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option 1: Conduct the first and only Public Hearing for the North Monroe Freestanding Emergency Room Type "C" site and development plan application, and conditionally 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.

Commissioner Dozier thanked everyone for appearing and sharing their comments with the Board. She noted that the application has been through multiple reviews and met County requirements. She did however, acknowledge that the site was located on a divided highway and adjacent to a neighborhood. She asked if there were plans to mitigate traffic congestion following the development. David McDevitt, Development Support and Environmental Management Director, explained that North Monroe Street is a Department of Transportation (DOT) road and they have signed off on the traffic operations review. Commissioner Dozier stated that she would support the motion; however, suggested that Capital Region Transportation Planning Agency work with DOT to review the need for traffic enhancements near the project site. She also suggested that the Tourism Division partner with the Frank Lloyd Wright House to promote it as a tourist site. She also asked Capital Regional to be cognizant of the increased noise and its impact on surrounding neighborhoods.

The motion carried 5-0 (Commissioner Jackson and Dailey out of Chambers).

28. 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

County Administrator Long announced the public hearing. He relayed that the action is consistent with Florida Statutes and the County's land development regulations.

County Administrator Long advised that there were no speakers on the item.

Commissioner Lindley moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only public hearing and adopt the Resolution vacating a portion of the Plat of Preserve at Buck Lake – Phase 1 Subdivision. <u>The motion carried 5-0</u> (Commissioners Jackson and Dailey out of Chambers).

This concluded the Board's public hearings and the Board returned to its General Business Agenda, Item 19.

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

- Delaitre Hollinger, 501 Alpha Avenue, asked the Board to consider ways to honor former County Administrator Parwez Alam, who passed earlier in the month
 - Commissioner Lindley moved, duly seconded by Commissioner Desloge, to direct staff
 to bring back an agenda item considering options to honor the life and achievements of
 former County Administrator Parwez Alam. <u>The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).</u>

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

• No Items.

County Administrator Long:

• Reflected on the recent passing of former County Administrator Parwez Alam and expressed heartfelt condolences to the Alam family from his County family.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Discussed the issues brought forward by residents of Buck Lake where the area is served by both the City and Talquin Electric. She requested the County Administrator to reach out to the City Manager to get more information. She noted reoccurring power outages throughout the area (prior to the hurricane) and wanted to ensure that this critical issue was being addressed.
 - County Administrator Long advised that the issue would be addressed in the After-Action report.
- Mentioned that she has received calls from constituents related to potential changes to the Federal Farm Bill and the National Flood Insurance Program. She wanted to bring this up as the County may want to do outreach on the federal level if either of the two bills move forward in federal legislation.
- Commended the County on its partnership with the media (WFSU, Tallahassee Democrat, local TV stations) to keep citizens informed during the storm.

Commissioner Desloge:

- Expressed his condolences to the Alam family on the passing of Parwez Alam.
- Complimented County staff on its post storm recovery efforts. He also expressed appreciation to the City of Tallahassee and Talquin Electric for the extra ordinary efforts during the storm event.

Commissioner Dailey:

• Out of Chambers.

Commissioner Proctor:

- Also expressed condolences to the Alam family.
- Congratulated Tony Park on his retirement.
- Shared that he had received a letter from Gadsden County Commissioner Eric Hinson who requested Leon County's assistance in providing much needed supplies to the citizens of Gadsden County. Commissioner Proctor indicated that he would share the letter with fellow Commissioners and hoped to have a follow-up discussion at the next Board meeting. He also advocated for the creation of a mutual aid assistance agreement among sister counties.
 - Commissioner Dozier stated that she too received the letter from Commissioner Hinson and two days later two trucks of supplies were dispatched to Gadsden County. She noted that the creation of the task force that she referenced earlier will immediately be able to respond to needs such as was shared by Commissioner Hinson.
- Reflected on the recent passing of Roosevelt Wilson.
 - Commissioner Proctor moved, duly seconded by Commissioner Dozier, approval for a Proclamation honoring the life and achievements of Roosevelt Wilson, Florida A&M University journalism professor and athletics director, to be presented at an outside event. The motion carried 5-0 (Commissioners Jackson and Dailey out of Chambers).
- Requested Kerry Post, Tourism Development Director, share any positive economic impacts resulting from Hurricane Michael.
- Commended Mayor Gillum on his performance during the CNN debate and encouraged citizens to vote on November 6th.

Commissioner Lindley:

- Reiterated the need for the After-Action report to address debris burning.
- Brought up discussions she has had with Lively Technical Center regarding their need for heavy equipment to be used in their training program.
 - Commissioner Lindley moved, duly seconded by Commissioner Dozier, to direct staff to bring back an agenda item on options on how the County can partner with Lively Technical Center to help meet their needs in the heavy equipment program.
 - Commissioner Dozier asked if the agenda item could also include an update on the programs being offered at Lively. Commissioner Lindley accepted the amendment.
 - The motion, as amended carried 5-0 (Commissioners Jackson and Dailey out of Chambers).

Vice-Chairman Jackson:

Out of Chambers.

Chairman Maddox:

RECEIPT AND FILE:

- Capital Region Community Development District Minutes of Meetings, June 14, 2018, June 14, 2018, July 12, 2018 and August 16, 2018.
- Canopy Community Development District Annual Meeting Schedule for 2019
- Canopy Community Development District Meeting Minutes for July 10, 2018
- Northwest Florida Water Management District Resolution, *Authorization of Ad Valorem Tax Assessment* and Resolution, *Adoption of Fiscal Year 2018-2019 Budget*

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 7:38 p.m.

LEON COUNTY, FLORIDA

ATTEST:		
	BY:	Nick Maddox, Chairman Board of County Commissioners
BY: Gwendolyn Marshall, Clerk of Court & Comptroller, Leon County, Florida		

Leon County Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

December 11, 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 December 11, 2018 and pre-approval of payment of bills and vouchers for the period of December 12, 2018 through January 21, 2019.

Fiscal Impact:

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

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for December 11, 2018, and

pre-approve the payment of bills and vouchers for the period of December 12,

2018 through January 21, 2019.

Title: Payment of Bills and Vouchers

December 11, 2018

Page 2

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the December 11th meeting, the morning of Monday, December 10, 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 January 22, 2019, it is advisable for the Board to pre-approve payment of the County's bills for December 12, 2018 through January 21, 2019 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 December 11, 2018, and preapprove the payment of bills and vouchers for the period of December 12, 2018 through January 21, 2019.
- 2. Do not approve the payment of bills and vouchers submitted for December 11, 2018, and do not pre-approve the payment of bills and vouchers for the period of December 12, 2018 through January 21, 2019.
- 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

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2018 Annual Performance and Financial Report

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 Eryn Calabro, Senior Management & Budget Analyst Joshua Pascua, Senior Management & Budget Analyst Jennifer Donald, Management & Budget Analyst Jelani Marks, Management & Budget Analyst Tiffany Fisher, Management Analyst

Statement of Issue:

This item seeks Board acceptance of the FY 2018 Annual Performance and Financial Report. The report provides a review of the financial and organizational performance of the County for FY 2018.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Accept the FY 2018 Annual Performance and Financial Report (Attachment #1).

Title: Fiscal Year 2018 Annual Performance and Financial Report

December 11, 2018

Page 2

Report and Discussion

Background:

The Office of Management and Budget (OMB) prepares two financial reports annually for Board consideration: (1) a mid-year report that identifies financial trends that are developing, and seeks guidance as required; and (2) a fiscal year-end report that provides a review of the financial and organizational performance of the County.

Analysis:

Included in the Annual Performance Financial Report are the following sections:

Program/Division Summary

The Program/Division section summarizes each program/division's activities for FY 2018, including highlights, progress towards the Board's Strategic Plan Bold Goals and Five-Year Targets, performance measures, and a financial and staffing summary.

Major Revenues

The Revenue Section summarizes and describes the County's major revenue receipts (unaudited) for FY 2018. These receipts are compared to the prior fiscal year's actual receipts and FY 2018 adjusted budget.

Expenditures

This table presents the FY 2018 adjusted budgets for each program, actual expenditures, and the dollar amount and percentage spent over/under the FY 2018 adjusted budget.

Fund Balance

This table compares the fund balances of each fund for the two prior fiscal years and provides the following analysis: 1) estimated fund balance for each fund; 2) appropriated fund balance; and 3) unreserved fund balance for FY 2018 (unaudited).

Capital Improvement Program

This section describes each capital improvement project in the County and provides the budgets and expenditures for FY 2018.

Grants Program

The Grants Program Section provides the FY 2018 budget and expenditure information for all County grants as well as a description of each grant.

Comparative Data

The Comparative Data Section provides a net budget, population, ad valorem tax collection, and staffing comparison between Leon County and other like-sized counties.

Title: Fiscal Year 2018 Annual Performance and Financial Report

December 11, 2018

Page 3

Options:

- 1. Accept the FY 2018 Annual Performance and Financial Report (Attachment #1).
- 2. Do not accept the FY 2018 Annual Performance and Financial Report.
- 3. Board direction.

Recommendation:

Option #1

Attachment:

1. FY 2018 Performance and Financial Report



LEON COUNTY ANNUAL PERFORMANCE & FINANCIAL REPORT

FISCAL YEAR 2018/2019













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Leon County Fiscal Year 2018 Annual Performance and Financial Report County Administration **Business Plan** Mission Statement The mission of Leon County Administration is to provide leadership and direction to County staff, to facilitate the implementation of Board priorities and policies, and to manage the operation of County functions to ensure the delivery of cost effective, customer responsive public services within the bounds of available resources. **Economy** EC1 - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits. EC2 - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation. EC4 - Grow our tourism economy, its diversity, competitiveness and economic impact. Strategic Priorities Quality of Life 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. Governance 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 decisions facing the community. G4 - Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. G5 - Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. In Progress Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (EC1, EC4) Ongoing Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in Strategic Initiatives October 1, 2017- September 30, 2021 order to levy a sixth cent to support the convention center and arena district. (EC4) Ongoing Continue to pursue opportunities for workforce development, including: a. 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 Jr. Apprenticeship program. (EC2) b. Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (EC2) Complete 4. Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (EC1, EC2) Ongoing Continue to serve our seniors through programs and partnerships, including: a. As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (Q4) Ongoing 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. (G1, G3) Complete Continue to Support Commissioner Desloge during his term as NACo President. (G1)

Leon County Fiscal Year 2018 Annual Performance and Financial Report						
Count	у Ас	dministration				
	8.	In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (G5)	Complete			
	9.	Continue County sponsorship of employee's participation in the Certified Public Manager training.	Ongoing			
S 2	10.	Seek opportunities for partnerships through NACO and FAC's enterprise programs. (G1)	Ongoing			
Strategic Initiatives October 1, 2017– September 30, 2021	11.	Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (G5)	Complete- Ongoing			
	12.	Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions.	Complete			
Strat ber 1, 20	13.	Partner with Federal Alliance for Safe Housing (FLASH) to become the nation's first #HurricaneStrong county.	Complete			
Octo	14.	As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects.	Complete - Ongoing			
	15.	Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. (G1)	In Progress			
	16.	Implement the recommendations of the Hurricane Irma After Action Report.	Complete			
	1.	County staff served on FSU's selection committee for a master plan consultant and the University has selected their consultant.	Strategic Initiatives			
	2.	Recommend the Board adopt the Tourism Impact Tax issue as part of the 2019 State and Federal Legislative Priorities Program.	Strategic Initiatives			
	3.	A.) Hosted the 2018 Leon Works Expo. B.) Established the Elevate Florida's Capital for Business: Catalyzing Workforce Development Opportunities program.	Strategic Initiatives			
	4.	Presented the amended CRA Interlocal Agreement.	Strategic Initiatives			
w	5.	Continue to conduct a public education campaign to increase awareness of dementia and the available dementia services throughout the community.	Community & Media Relations			
Actions	6.	Staff will host a Citizen Engagement event focused on the business opportunities in the rural community.	Community & Media Relations			
	7.	Assisted Commissioner Desloge during the NACo 2017 Annual Conference.	Strategic Initiatives			
	8.	Staffed the Charter Review Committee and Conducted Public Hearings for proposed charter amendments.	Strategic Initiatives			
	9.	Continue to identify new employees biannually to participate in the Certified Public Manager Program.	Human Resources			
	10.	Leon County participates in the NACo's Live Healthy Program and U.S. Communities Government Purchasing Alliance, as well as utilizing NACo and FAC vendors for employee benefits. County Administration continues to regularly discuss and evaluate new opportunities for partnership through their respective enterprise programs.	Strategic Initiatives, Human Resources			
	11.	Developed a new CHSP process with the City of Tallahassee. Conducting joint Alternative Mobility Funding Systems study and joint Disparity study.	Strategic Initiatives			
	12.	Identifying opportunities to partner with higher learning educational schools who offer skilled craft, paraprofessional, and technical raining.	Human Resources			

Leon County Fiscal Year 2018 Annual Performance and Financial Report

County Administration

Actions

- 13. Continue to partner with FLASH on the County's annual hurricane preparedness activities.
- Emergency Management
- 14. Presented an agenda item on alternate approaches to *Created Equal* event, including an update from the Tallahassee Symphony Orchestra on free and reduced price tickets.
- Community & Media Relations

15. Assist Commissioner Maddox as needed during FAC Conferences.

- Strategic Initiatives
- 16. Presented report on the implementation of the Hurricane Irma After-Action Report and Preparation for the 2018 Hurricane Season.
- Emergency Management

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

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Citizen Ideas Implemented ¹	107	100	100	TBD	307

Strategic Target: Connect 5,000 students and citizens to middle skilled job career opportunities. (T3)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Students/ Citizens Connected ²	886	869	1,000	TBD	3,560

Strategic Target: Achieve 90% employee participation in the County's "My Rewards" Well Being Program. (T14)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
"My Rewards" Participation ³	88%	90%	89%	TBD	89%

<u>Strategic Target</u>: 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace. (T16)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Employees Trained ⁴	10%	45%	60%	TBD	60%

Notes:

- 1. Staff anticipates implementing 100 citizen ideas, improvements, solutions and opportunities for co-creation each year. However, this is subject to citizen feedback.
- 2. To reach this Target, staff has identified new opportunities to interact with the community beyond the Leon Works Expo, an annual event with attendance of approximately 500-600 people. This includes the launch of the Leon Works Junior Apprenticeship program as well as participation in the Ghazvini Learning Center's monthly career luncheons. As a result, 1,560 students and citizens have been connected to middle skilled job opportunities since the start of fiscal year 2017, 31% of the County's five-year Target. Staff anticipates annually connecting 1,000 students and citizens to middle skilled job career opportunities per through the County's Leon Works, Junior Apprentice, and other related programs.
- 3. The "My Rewards" Program is an incentive-based wellness program designed to help employees participate in healthy lifestyle behaviors. Employees who successfully complete the My Rewards Program each calendar year will receive a 2.5% discount off their annual health insurance premium contribution for the following year. Those who are not eligible include Opt Out and Spousal employees, since they do not pay for their health insurance, and part time employees, who don't receive health insurance as a benefit.
- 4. To ensure 100% of County employees are trained, Human Resources will increase the number of trainings provided each year. Additionally, Staff will work directly with program areas to provide on-site trainings at work areas where staff are required to works 24/7 shifts.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMAdministrationCounty AdministrationCounty Administration

GOAL

The goal of County Administration is to provide leadership and direction to County employees, facilitate the implementation of Board priorities and policies and manage the operation of County functions to ensure the delivery of cost effective, customer-responsive public services within the bounds of available resources.

PROGRAM HIGHLIGHTS

- 1. Continued implementation of Leon County's FY 2017-FY 2021 Strategic Plan, including completion of 62% of the Strategic Initiatives included in the plan to date.
- 2. Directed the development and implementation of the Hurricane Irma After-Action Report which included 95 findings and 65 specific recommendations to strengthen the County's ability to respond to and recover from future disasters. 100% of all recommendations from the Hurricanes Hermine and Irma After-Action Reports are complete.
- 3. Successfully conducted the third Leon Works Expo in October 2017, connecting over 400 students and 175 additional citizens with skilled careers and training opportunities, and hired the fourth class of the Leon Works Junior Apprenticeship Program employing 31 local high school students as junior apprentices in FY 2018 to shadow and train with County staff in preparation for in-demand skilled careers.
- 4. Ensured the County's long-term fiscal viability by restructuring the County's participation in the Community Redevelopment Agency (CRA), providing \$23 million in overall savings to the County while at the same time extending the County's investment in the Frenchtown/Southside CRA District
- 5. Identified over \$1.27 million in new cost savings and avoidances through the County's I² Employee Awards program and Cross Departmental Action Teams.
- 6. Successfully convened a Citizen Charter Review Committee to review Leon County's Home Rule Charter and propose amendments or revisions as presented to the Board in the Committee's Final Report.
- 7. Led the County's efforts to win 10 more NACo Achievement Awards in 2018 for best practices for the efficient, equitable and innovative provision of services to the community. In the past six years, Leon County has received 56 NACo Achievement Awards, including two projects that designated as the best program in their award category nationwide and four Leon County initiatives recognized as "100 Brilliant Ideas at Work" showcasing the best innovations in government across 3,069 counties.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-110-512

		<u>FINANCIAL</u>		
		FY 2018	FY 2018	FY 2019
		Adj. Budget	Actual	Budget
Personnel		1,065,030	1,079,182	1,098,165
Operating		36,859	22,707	34,938
	TOTAL	1,101,889	1,101,889	1,133,103

		OTALLING.		
	FY 2018	FY 2016	FY 2019	
	Adopted	Actual	Budget	
Full Time	5.00	5.00	5.00	
OPS	0.00	0.00	0.00	
TOTAL	5.00	5.00	5.00	

STAFFING*

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Administration	Strategic Initiatives	Strategic Initiatives

GOAL

The goal of the Strategic Initiatives Division is to serve as a bridge from strategic planning to action implementation by ensuring alignment of organizational activities, initiatives, and culture with the overarching strategic vision and plan set forth by the Board of County Commissioners.

PROGRAM HIGHLIGHTS

- Restructured the County's participation in the Community Redevelopment Agency (CRA) while at the same time extending the County's investment in the Frenchtown/ Southside CRA District.
- Convened the 2017/2018 Leon County Citizens Charter Review Committee to review the Leon County Home Rule Charter and propose amendments or revisions for the 2018 General Election ballot.
- 3. Hosted the 2017 Leon Works Expo, connecting over 575 students and citizens with skilled careers and training opportunities.
- 4. Employed 20 local high school students as Leon Works Junior Apprentices to shadow and train with County staff to prepare for in-demand skilled careers.
- 5. Continued to work with the Florida Greenways and Trails Foundation to support funding for the SunTrail Network and future opportunities to connect Leon County to the statewide network of trails.

Strate	Strategic Plan Bold Goals and Five-Year Targets							
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate				
BG4	Bold Goal: Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation ¹ .	107	100	100				
Т3	Strategic Target: Connect 5,000 students and citizens to middle skilled job career opportunities ² .	886	869	1,000				

Notes:

- Staff anticipates implementing 100 citizen ideas, improvements, solutions and opportunities for co-creation each year. However, this is subject to citizen feedback.
- Staff anticipates annually connecting 1,000 students and citizens to middle skilled job career opportunities per through the County's Leon Works, Junior Apprentice, and other related programs.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
G1	Percent of Commission Agenda packets and follow-ups disseminated within scheduled timeframe.	95%	95%	95%
G2	Percent of Citizens Connect comments and concerns successfully resolved.	94%	96%	95%
G2	3. Number of LEADS Listening Sessions conducted.	N/A	N/A	32
G3	Number of Community Legislative Dialogue meetings coordinated and managed.	3	1	1

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Commission Agenda packet and follow-up dissemination rates have remained consistent.
- For FY18, 95% of Citizens Connect comments and concerns were successfully resolved, an increase over FY 2017. The remaining unresolved comments/concerns require additional time and attention; therefore, these resolutions will occur within the next fiscal year and be included in the next fiscal year's analysis.
- 3. In FY18, 32 LEADS Listening Sessions were conducted. LEADS Listening Sessions are held on a two-year cycle every other year with every other year (2017 & 2019) being an "off" year.
- 4. Staff planned and hosted the Community Legislative Dialogue Meeting for the 2018 Legislative Session on February 9, 2018.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-115-513

	FINANCIAL		
	FY 2018	FY 2018	FY 2019
_	Adj. Budget	Actual	Budget
Personnel	502,255	478,121	486,190
Operating	286,313	242,678	259,817
Transportation	-	-	-
TOTAL	788,568	720,799	746,007

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	7.50	7.50	7.50
OPS	0.00	0.00	0.00
TOTAL	7.50	7.50	7.50

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Administration	Strategic Initiatives	Community & Media Relations

GOAL

The goal of the Leon County Community & Media Relations (CMR) Division is to proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the County's liaison with media partners.

PROGRAM HIGHLIGHTS

- 1. Partnered with Shop Local 850 to promote Leon County's local businesses and entrepreneurs.
- 2. Alongside community partners, continued to engage citizens on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens.
- 3. Partnered with the Federal Alliance for Safe Homes (FLASH) to become the first #HurricaneStrong county.
- 4. Continued to operate and update LeonPhotos.org to easily and efficiently provide public access to high-resolution photos from County events.
- Improved equipment infrastructure to expand coverage of Board meetings and County events on CenturyLink Channel 16 and Comcast Channel 16 and through the County's website. Such improvements keep citizens better informed and enhance transparency and public access
- 6. Supported strong neighborhoods by collaborating with the Council of Neighborhood Associations and hosting the Neighborhood Recognition Program.

PERFORMANCE MEASURES

Priorities	Priorities Performance Measures		FY 2018 Estimate	FY 2018 Actual
G1, G3	Number of news advisories, releases, and notices detailing County activity.	318	300	324
G1, G3	2. Number of press conferences, community meetings and events.	55	80	67
G3	Number of participants in Citizen Engagement Series and Club of Honest Citizens.	900	950	930
G5	4. Annual Report distribution.	1,647	1,650	1,967

PERFORMANCE MEASUREMENT ANALYSIS

- CMR began sending weekly notices of employment opportunities with Leon County to those that subscribed to that topic; therefore, increasing the number of notices sent.
- 2. CMR anticipated that the number of press conferences would increase during FY18 due to the potential of a hurricane; however, that was not the case in FY18. Hurricane Michael occurred after September 30, 2018, therefore the activities associated with this storm are not included in the FY18 actuals.
- 3. Leon County hosted an additional event with the Village Square that brought out more citizens than expected.
- 4. In addition to printed copies of the Annual Report being distributed, the Annual Report in Brief was also distributed in the Tallahassee Democrat and the Annual Report Video was watched online..

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-116-513

	<u>FINANCIAL</u>			<u>STAFFI</u>		FING	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	381,217	362,233	369,811	Full Time	5.00	5.00	5.00
Operating	239,953	258,018	301,653	OPS	0.00	0.00	0.00
Transportation	1,678	533	1,368				
TOTAL	622,848	621,207	672,832	TOTAL	5.00	5.00	5.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMAdministrationEmergency ManagementEmergency Management

GOAL

The goal of the Leon County Emergency Management Division is to save lives and protect the property of the residents of Leon County through the coordination of cost-effective and integrated public safety programs.

PROGRAM HIGHLIGHTS

- 1. Implemented all 65 recommendations for improvement in emergency management identified in the Hurricane Irma After-Action Report.
- 2. Partnered with the Federal Alliance for Safe Homes, Inc (FLASH) to become the nation's first #HurricaneStrong Community.
- 3. Also partnered with FLASH to present the Ready Business workshop for local businesses and nonprofits to improve disaster resilience.
- 4. Expanded opportunities for increased media and citizen outreach via social media, and through additional distribution partners.
- 5. Held training exercises for local and regional emergency responders to build and enhance their emergency response skills.
- 6. Continued to coordinate community preparedness events.
- 7. Distributed the 2018 Disaster Survival Guide, which features preparedness checklists, hazard information, evacuation and shelter information, and public information resources.

PERFORMANCE MEASURES

Priorities		Performance Measures		FY 2018 Estimate	FY 2018 Actual
Q3	1.	Number of annual exercises conducted/participated in.	7	4	4
Q3	2.	Number of health care facility plans reviewed.	42	45	53
Q3	3.	Number of presentations conducted.	13	15	20
Q3	4.	Number of planning meetings facilitated.	10	6	7

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Exercises provide an opportunity to test plans and procedures in a simulated experience. Federal guidelines require emergency management to participate in a minimum of one exercise per quarter. Participation in various exercises is based on availability. Several exercises hosted by outside organizations are held biennially.
- 2. Emergency Management is required to review health care facility emergency management plans for certain facilities licensed by the Agency for Health Care Administration. New changes to Florida Administrative Code regarding emergency power requirements for nursing homes and assisted living facilities resulted in additional emergency power plans being submitted during this past year.
- 3. With the recent increase in hurricane activity for Florida, more presentations have been requested by the community. The goal, which has been met for the past two years, has been to complete twelve presentations per year.
- 4. Planning meetings were hosted to address implementation of the Hurricane Irma After Action Report recommendations, #Hurricane Strong criteria, preparedness programs (Build Your Bucket, Disaster Survival Guide, Citizens Engagement Series), and exercises (regional WebEOC, Risk Shelter Activation). Post-Hurricane Irma activity increased the number of meetings in FY 2017.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 125-864-525, 125-952001-525. 125-952002-525

		<u>FINANCIAL</u>	
	FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget
Personnel	208,785	181,687	169,670
Operating	92,155	44,466	101,931
Transportation	9,000	908	9,000
Capital Outlay	20,000	-	10,244
TOTAL	329,940	227,061	290,825

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
OPS	0.00	0.00	0.00
TOTAL	2.00	2.00	2.00

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DEPARTMENTDIVISIONPROGRAMAdministrationEmergency ManagementEnhanced 9-1-1

GOAL

The goal of the Leon County 9-1-1 System is to provide Next Generation 9-1-1 services for the reporting of emergencies to response agencies including Law enforcement, Fire Department and Emergency Medical Services (EMS).

PROGRAM HIGHLIGHTS

- 1. The Leon County 9-1-1 System received 158,828 calls during the past year. Of these calls 135,800 were from wireless devices, over 15,700 were from landline devices, and over 7,100 were from Voice of Internet Protocol (VoIP) devices.
- 2. Processed telephone database changes for 50,367 telephone number records, with 5,972 records requiring address validation correction.
- 3. Completed a project with Leon County Schools to validate and correct 7,500 landline numbers and associated addresses to ensure first responders have the best information.
- 4. Implemented planning and validation methods to validate address points and telephone numbers.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
Q3	1. Number of days taken to respond to subpoena requests for 9-1-1.	1	1	1
Q3	2. Number of responses to requests for 9-1-1 records.	752	825	901
Q3	3. Percent of 9-1-1 database accuracy.	99.6%	99%	99.7%
Q3	Number of Master Street Address Guide validations 1.	1,057	1,300	996

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Subpoenas for 9-1-1 records are received daily, and staff attends to them as they are received from the State Attorney's Office.
- 2. Requests for 9-1-1 records are received throughout the year and reflect public records requests and State Attorney's subpoenas. User demand will drive this number form year to year.
- 3. Percentage of database records where landline number and physical location is a correct match. Database accuracy must meet or exceed 90% per state standards.
- 4. Data collection methodology has improved by use of automated validation via GIS data for street segments, requiring less manual validation over the course of a year. A trend in manual validation should decrease in succeeding years.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 130-180-525

		FINANCIAL PROPERTY NAMED IN THE PROPERTY NAM			
	FY 2018	FY 2018	FY 2019		ı
_	Adj. Budget	Actual	Budget	_	F
Personnel	381,885	344,354	363,120	Full Time	
Operating	794,665	637,521	846,164	OPS	
Capital Outlay	5,000	-	-	_	
Budgeted Reserves	12,457	-	14,546		
TOTAL	1,181,550	981,875	1,223,830	TOTAL	

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	5.00	5.00	5.00
OPS	0.00	0.00	0.00
•			
TOTAL	5.00	5.00	5.00

STAFFING

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMAdministrationHuman ResourcesHuman Resources

GOAL

The goal of the Office of Human Resources is to provide program leadership, personnel policy administration and strategic support in the implementation of Leon LEADS by demonstrating the relevance of the County's Core Values and Core Practices in the delivery of Human Resources programs and services to managers, employees, community partners and the public.

PROGRAM HIGHLIGHTS

- 1. Continue County sponsorship of employees' participation in the Certified Public Manager Training.
- 2. Expanded electronic Human Resources business processes including applicant tracking, electronic timesheets and employee self-service.
- 3. Automated the Open Enrollment Process, which allows employees to manage their respective benefits completely online.
- Continued to operate the Value-Based Design Program that offers incentives in the form of reduced health insurance costs for employees
 participating in County Wellness Programs.
- Administered well-being programs, which promote healthier employee lifestyles both in and out of the workplace. Through these efforts, there were 2,855 unique visits to activities offered to employees in FY 2017/18.
- 6. Continued to train all county employees through the Customer Experience Training program, providing necessary tools for employees to achieve peak.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	HR Operating Costs Per Capita	\$3.88	\$9.67

Benchmark source: Florida Benchmarking Consortium 2015

Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate	
T14	Strategic Target: Achieve 90% employee participation in the County's "My Rewards" Well Being Program	88%	90%	90%	
T16	Strategic Target: 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace	10%	45%	60%	

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimates	FY 2018 Actual
G4	Number of requisitions created, and or recruited for vacant positions.	102	100	114
G4	Number of qualified applicants per requisition.	40	35	24
G4	Number of positions filled internally.	24	30	17
G4	Number of positions filled from outside sources.	51	40	56
G4	Average days to fill vacant positions.	80	60	56
G4	Average Turnover Rate.	9%	10%	10%
G2	Number of Board/Constitutional employees participating in county- sponsored Wellness Program events.	2,810	2,400	2,855
G2	Number of Board/Constitutional employees who successfully completed the Value Based Design My Rewards Program.	1,065	1,060	1,084
G4	Number of employees attending county-sponsored Training and Professional Development events.	863	650	759
G4	Number of positions evaluated for external competitiveness and internal equity.	44	50	25*
G2	11. Number of employee Annual Performance Appraisals completed.	777	750	747
G1	12. Number of employees completing customer experience training.	81	290	218
G1	13. Percentage of new employees completing "on-boarding" within 30 days.	85%	85%	87%
G2	14. Percentage of employees utilizing electronic timesheet system.	90%	100%	100%

Note:

In addition to the 25 positions evaluated throughout the year based on market competitiveness & internal equity, staff also conducted a separate review of the salaries and wages of all 793 Leon County employees to determine whether gender-based pay inequities exist within the organization. The findings of this review were presented to the Board at the Budget Workshop on June 19, 2018.

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PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of requisitions created and or recruited for can vary by year based on turnover and when the recruitment process begins for vacant positions.
- 2. The number of qualified applicants per requisition varies based on the type of position being advertised and the impact of general unemployment. A tighter labor market led to fewer applicants per requisition in FY18
- 3. The number of positions filled internally varies and is based on the qualifications of our current employees.
- 4. The number of positions filled by outside sources varies based on not having enough internal employees qualified for the specific opening.
- 5. The implementation of NEOGOV, electronic applicant recruitment software was implemented this year and has reduced the number of days taken to fill vacancies.
- 6. Average turnover has been consistent with previous years.
- 7. This figure is consistent with FY17 actuals; it includes My Rewards Participation and Live Well Leon activities.
- 8. Employee participation in the My Rewards program has exceeded expectations.
- 9. The hiring of an Employee Engagement & Performance Manager resulted in an increase in development-related activities and is expected to continue to increase to meet and exceed prior year totals.
- 10. There continues to be a decrease in the number of positions evaluated for external competitiveness due to the adoption of the Living Wage policy for all employees. An increase of 1% to the minimum of all pay grades occurred 10/1/2018. The number of annual performance appraisals fluctuates based on the number of vacancies.
- 11. More trainings sessions were held in FY18 than in FY17. Staff's capacity to reach the FY18 estimate was diminished due to a vacant position.
- 12. The "on-boarding" percentage shows a slight increase, which is above the estimate.
- 13. All Divisions have now been transitioned to electronic time sheets.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-160-513

		FINANCIAL				<u>STAFFING</u>		
		FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	_	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel		1,073,952	967,688	1,068,665	Full Time	12.00	12.00	12.00
Operating		344,612	236,759	336,422	OPS	0.00	0.00	0.00
	TOTAL	1,418,564	1,204,447	1,405,087	TOTAL	12.00	12.00	12.00

	Leon County Fiscal Year 2018 Annual Performance and Financial Report	
	Office of Information and Technology	
	Business Plan	
Mission Statement	The mission of the Leon County Office of Information and Technology is to provide reliable and effect telecommunications solutions and services to county agencies to enable them to fulfill their miss citizens of Leon County.	
Strategic Priorities	 Quality of Life Q2 - Provide relevant library offerings which promote literacy, life-long learning and social equit Q3 - Provide essential public safety infrastructure and services. Governance G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest service. G2 - Sustain a culture of performance, and deliver effective, efficient services that exceed demonstrate value. G5 - Exercise responsible stewardship of County resources, sound financial management, as provision of services and community enhancements are done in a fair and equitable manner. 	standards of public
/es er 30,	1. Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (G2)	In Progress
Strategic Initiatives October 1, 2017– September 30, 2021	2. Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (G1, G2, G5)	Ongoing
tegic r 1, 2017- 20	3. Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (Q3)	Ongoing
Stra Octobe	4. Explore opportunities to increase to high speed internet access through a "mobile hot spot" library lending program. (Q2)	Complete
Actions	 A. Procured services for the Active Directory review and mitigate for any recommended configurations. B. Migrating pilot of Groupwise mailboxes to Office 365 in Spring 2018 with rollout to other departments and agencies planned for Fall 2018. C. Provide training to internal IT staff and users in Summer 2018. D. Develop new file services solutions within Sharepoint in FY19. 	MIS
	2. Working with vendor to finalize GIS interface and explore process improvements.	MIS/GIS
	3. A. In coordination with EMS, implementing additional data sharing systems with Tallahassee Memorial Hospital and Capital Regional Medical Center.B. Participated in the Cardiac Arrest Registry to Enhance Survival program.	MIS
	 Work group with Library staff and MIS formed November 2017 to determine "mobile hot spot" purchase and to develop circulation guidelines and procedures for the pilot lending program. Deployment planned for Spring/ Early Summer 2018. 	MIS

FY 2018 Annual Performance and Financial Report

DEPARTMENT DIVISION PROGRAM

Office of Information and Technology Management Information Systems Management Information Systems

GOAL

The goal of Management Information Systems (MIS) is to serve end users with continually improved, efficient, cost effective technology, telecommunications products, services, and information so that customers are totally satisfied and able to fulfill their missions.

PROGRAM HIGHLIGHTS

- Continued technology infrastructure support of the Public Safety Complex and Library System for telephone, audio/visual needs, and data connectivity.
- 2. Continued support for the Courts, Sheriff and law enforcement including: Justice Information, Jail Management, Warrants, and the North Florida Pawn Network and continued the deployment of e-filings and paperless courts.
- 3. Completed the move of file systems from Novell to Windows in preparation for the countywide upgrade to Office 365 (Initiative #2016-39).
- 4. Supported over 700 servers, 2,000 desktops, 368 laptop computers, 193 tablets, 164 printers, 449 smart phones, 505 network devices, 2,500 email accounts and an on-site computer training facility.
- 5. Completed full consolidation of County phones into a single enterprise system with 4,373 extensions.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G1	Average number of users per MIS Full Time Equivalent (FTE) (2,000 users/ 45 MIS Staff)	1:45	1:41
G1	Average number of Devices per Information Technician (IT Staff) (3,000/45 MIS Staff)	1:67	1:40
G1	Total IT Spending as Percentage of Budget	2.6%	2.6%
G1	Number of Network sites	68	44

Benchmark Sources: 2017/2018 Computer Economics Report on IT Spending and Staffing (an information and technology research/advisory firm)

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimates	FY 2018 Actual
G1, G3	Average number of e-mails (external and internal) processed each month (millions)	1.07	1.10	1.14
G1	Approximate amount of valid external e-mails (balance after e-mail spam or viruses trapped)	56%	50%	61%
Q1, Q2	Average monthly visits to Leon County web site	317,891	350,000	106,930
G1	4. Percent of help calls completed in one day	49%	55%	50%
G1	5. Number of new applications/services deployed	4	3	4

PERFORMANCE MEASUREMENT ANALYSIS

- 1. FY 2018 saw a slight increase in the average of external and internal emails processed compared to FY 2017.
- 2. Nearly 40% of all external emails were blocked for SPAM, malware, viruses, and other criteria by enhanced filters and services an improvement from FY17.
- 3. The reduction in visits to the Leon County website in FY 2018 is associated with the Property Appraiser and Supervisor of Elections hosting their own sites through their cloud-based application vendor and the Health Department moving to a State of Florida hosted site.
- 4. Turnaround time for help calls continues to lag as the Technical Service Center staff is heavily involved in several large projects for desktop replacements and the move to Office 365.
- 5. New websites were deployed to showcase the work being done on the Primary Springs Protection Zone and the Citizen Charter Review Committee. Online credit card processing for the Office of Intervention & Detention Alternatives and the State Attorney's Office, as well as electronic signatures for the Sheriff's Office, were deployed. Several security projects were deployed to support infrastructure security as well as data security this year.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-171-513, 001-411-529

	FINANCIAL			<u> </u>		STAFFING	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	4,375,756	4,358,285	4,461,845	Full Time	44.34	44.34	44.34
Operating	2,347,823	2,339,562	2,493,430	OPS	0.00	0.00	0.00
Transportation	8,041	5,396	7,519				
Capital	25,000	10,449	0				
TOTAL	6,756,620	6,713,692	6,962,794	TOTAL	44.34	44.34	44.34

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMInformation and TechnologyGeographic Information SystemsGeographic Information Systems

GOAL

The goal of the Tallahassee-Leon County GIS (TLCGIS) is to work in partnership with county agencies to provide accurate, consistent, accessible, affordable, and comprehensive Geographic Information Systems (GIS) data, GIS infrastructure, and GIS services to support the unique business needs of Leon County and the citizens served.

PROGRAM HIGHLIGHTS

- 1. Launched the Permits Portal to provide easy access to permitting information, mapping, and building trends.
- 2. Contributed to the Community Rating System for flood insurance with updated analysis and mapping products, which lowered affected citizens' insurance rates.
- 3. Modernized Public Works sign maintenance through mobile applications and GPS.
- 4. Provided state-of-the-art GIS based Address Maintenance application for City and County Permitting agencies.
- 5. Developed new hydro-corrected drainage boundaries using stormwater inventories and detailed Lidar data.
- 6. Partnered with the Office of Economic Vitality to develop a mapping application for major and ongoing proposed development in Leon County.
- 7. Participated in the Leon Works expo to educate students on potential careers in GIS.

BENCHMARKING

Priorities	Benchmarking	Leon County 2014	Benchmark
G1,G3	Number of Business Units that use GIS (Deployment).	56	36 (Average)
G3,Q2	Number of Layers of Data Maintained.	600	420
G1,G3,Q1	Number of Website and Custom Applications.	57	7

Benchmark Source: 2018 Poll of selected Florida counties.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimates	FY 2018 Actual
G1	 Provide customer response to system & software requests within (1) hour 100% of the time. 	95%	95%	95%
G1,Q1	2. Increase GIS internet applications, services and downloadable files by 20% annually.	50%	50%	50%
G1,Q1	3. Increase ArcGIS Online user accounts by 25% annually.	25%	25%	25%
G1	4. Provide maintenance of base map components per schedule matrix, as required.	100%	100%	100%
G1,Q1	5. Layers of data maintained (such as aerial photography at various resolutions; addressing; streets; building footprints; contours within USA (1 ft.) and County (2 ft.); hydropraphy; elevation; flood zones; land use and zoning; property ownership; subdivisions; easements; census).	592	600	609
G3,Q2	6. Published web services.	210	240	257

PERFORMANCE MEASUREMENT ANALYSIS

- 1. TLCGIS remains consistent from previous fiscal years in providing customer response to system & software requests.
- Rapid Application development continues to allow departments to be served and goals being met. TLCGIS continues to update existing
 applications and create new ones with new content. This fiscal year has seen many applications refreshed and new content added. The inhouse "Land Information WebMaps for staff continue to be a tool for DSEM, Public Works, Real Estate, Parks and Recreation and many
 more
- 3. TLCGIS has increased the number of user accounts assigned to staff for various GIS mapping and data collection needs. An example is LCPW sidewalk inventory.
- 4. TLCGIS continues to maintain the base map at 100%, as required. TLCGIS continues to look for the greatest value and technological advances in the creation and maintenance of the basemap.
- 5. New layers are created based on projects and requests throughout the year. Many of the new layers are related to emergency management.
- 6. Web services are used in interlocal and public facing applications throughout the program. As we create new applications requiring never created before content, new web services are hosted in TLCGIS's ArcGIS Server environment.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-421-539

			<u>FINANCIAL</u>	
		FY 2018	FY 2018	FY 2019
		Adj. Budget	Actual	Budget
Personnel		1,403,815	1,418,555	1,460,563
Operating		580,039	502,914	581,009
	TOTAL	1,983,854	1,921,469	2,041,572

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	14.66	14.66	14.66
OPS	0.00	0.00	0.00
TOTAL	14.66	14.66	14.66

Leon County Fiscal Year 2018 Annual Performance and Financial Report **Public Works Business Plan** Mission The mission of the Leon County Department of Public Works is to provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, and vehicle fleet throughout Leon County that enhance its livability, environment and economic vitality. **Environment** Strategic Priorities EN1 - Protect the quality and supply of our water. EN2 - Conserve and protect environmentally sensitive lands and our natural ecosystems. EN3 - Promote orderly growth and sustainable practices. **Quality of Life** Q3 - Provide essential public safety infrastructure and services. Q5 - Support strong neighborhoods. Q6 - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. Ongoing Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment (EN1, EN2). Ongoing Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site (EN3). Ongoing In partnership with the Canopy Roads Committee, update the long term management plan for the Strategic Initiatives October 1, 2017 - September 30, 2021 Canopy Roads including an active tree planting program (EN3). Ongoing Support the protection of Lake Talquin (EN1). Ongoing Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including: A.) Develop a septic tank replacement program (EN1, EN2). B.) Evaluate requiring advanced wastewater treatment for new construction (EN1, EN2). Complete Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage (Q3). Ongoing Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks (EN1, EN2, EN3). Ongoing Continue to work with the state to seek matchng grants to convert septic to sewer systems (EN1, EN2, EN3). Ongoing Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements (Q5, Q6). Engineering 1. A.) Complete the Woodside Heights Springs Restoration Grant for Septic to Sewer Upgrade. B.) Provide education on proper operation and maintenance of septic tanks, and impacts to groundwater if not properly maintained. Actions C.) Coordinate with Florida Department of Environmental Protection on Woodville Septic to Sewer Project potentially funded through the Springs Restoration Grant Program. D.) Staff participation in the FDEP Onsite Sewage Treatment and Disposal Systems Committee. Engineering A.) Coordination between Closure Requirements and Master Planning projects to ensure the Closure documentation reflects Master Planning requirements. B.) Anticipate Phase II of Landfill Closure to begin in Spring 2018.

Leon County Fiscal Year 2018 Annual Performance and Financial Report Public Works Operations: 3. A.) In coordination with Public Works and the Canopy Road Citizen Committee, establish goals for the Right-of-Way update of the Canopy Road Management Plan, including identification of target areas for replanting within the Canopy Road Protection Zones. B.) Anticipate presentation of revised management plan for County and City adoption in Fall 2018. Engineering A.) Monitor FDEP development of a Total Maximum Daily Load for the Ochlockonee River and Lake Talquin to protect and restore the resource. B.) Obtain additional water quality samples to determine what, if any, further actions are needed for the Leon County discharges directly into Lake Talquin. Engineering A.) Advertise the Comprehensive Wastewater Treatment Facilities Plan RFP in Spring 2018. B.) Complete the Comprehensive Wastewater Treatment Facilities Plan in Fall 2019. Actions Engineering Board adopted Street Lighting Eligibility Criteria and Implementation Policy. Funding for street lighting contemplated in Capital Improvement Plan budget. Engineering Develop and implement the advanced septic tank technologies upgrade program for the Primary Springs Protection Zone Focus Area 1 of the Wakulla Springs BMAP. Engineering Delineate areas of the Wakulla Springs BMAP Focus Area 1 to request construction funds for central sanitary sewer from the Springs Restoration Grant Program. Engineering A.) Coordinate with Florida Department of Transporatation to add street lights at intersections included in the Street Lighting Project List.

B.) Coordinate with Florida Department of Transportation to implement three safety enhancement projects on Old Bainbridge Road.

C.) Coordinate with Florida Department of Transportation to implement safety enhancements on Woodville Highway (Old Woodville Highway to Wakulla County).

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

	FY 2017 through FY 2021	Total
Septic Tanks Removed	659 In Progress ¹	659

Stategic Target 5: Plant 15,000 trees including 1,000 in canopy roads. (T5).

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Total Trees ²	585	713	750	TBD	2,048
Canopy Road Area ³	18	73	270	TBD	361

Strategic Target 6: Ensure 100% of new County building construction, renovation and repair utilize sustainable design. (T6)

	FY 2017 through FY 2021	Total
% Sustainable Design	See Note #4	100%

Strategic Target 8: Construct 30 miles of sidewalks, greenways and trails. (T8)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Sidewalk Miles ⁵	1.0	3.8	3.6	TBD	8.4

Strategic Target 10: Construct 100 fire hydrants. (T10)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Fire Hydrants Constructed ⁶	15	17	35	TBD	67

Bold Goals and Five-Year

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Public Works

Notes:

- 1. By partnering with the State of Florida, the upgrade or elimination of 659 septic tanks in the primary springs protection zone is in-progress. To help achieve this goal, Leon County has aggressively pursued state grant funds to remove septic tanks in the primary springs protection zone. By leveraging Blueprint water quality funds approved as part of the early passage of the sales tax extension and projected construction schedules, over the next three years, approximately 584 septic tanks can be eliminated in the Woodside Heights, Northeast Lake Munson and Belair/Annawood neighborhoods. In addition, Leon County has worked closely with Florida Department of Environmental Protection and was awarded a stand-alone grant to implement an Advanced Septic System Pilot Program for the Wilkinson Woods Subdivision which will assist homeowners that are replacing failing or repairing septic tanks with passive technology higher performing nitrate-reducing systems. This program will remove or replace an additional 75 septic tanks. Finally, Leon County is implementing the Woodville Septic to Sewer Project through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. Like the other projects, the Woodville project is funded through sales tax and an FDEP grant. The County anticipates future grant funding from FDEP to support additional phases of the Woodville project.
- 2. This only reflects the number of trees planted by Public Works, including the 363 trees planted through the Adopt-A-Tree Program in FY 2018. Other Departments, such as Parks & Recreation, also plant trees. The aggregate number of trees planted is reflected in the Reporting Results section of the 2017-2022 Strategic Plan.
- 3. To support the planting of 1,000 trees in the canopy roads, the County will work with the Canopy Roads Committee to update the long term management plan for the Canopy Roads including an active tree planting program. The Budget includes \$75,000 to develop an active canopy road tree planting program, estimated to plant 1,000 trees on canopy roads between FY 2018 and FY 2021.
- 4. To achieve this Target, staff is currently working to implement policies and procedures that will ensure sustainable design is utilized in 100% of new construction, renovation, and repair by the year 2021. For instance, staff is the process of developing material standards for small renovations such as painting and carpet installation.
- 5. This only reflects the number of sidewalk and trail miles constructed by Public Works. Other Departments, such as Parks & Recreation and Blueprint 2000 also construct sidewalks, greenways, and trails. Public Works' contribution to this target will be accomplished through the continued implementation of the County's Sidewalk Program and other transportation capital projects. Staff estimates a total of 10 miles of sidewalk will be constructed from FY 2018 through FY 2021.
- 6. Fire hydrant construction is subject to available funding. Budgeted outyears tentatively allocate \$150,000 annually for the construction of new fire hydrants. Of this, \$50,000 is dedicated for a matching program which allows a HOA or citizen and the County to evenly share in the cost of hydrant installations. Based on available funding, staff estimates up to 35 hydrants can be installed per year to meet the target.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic WorksSupport ServicesSupport Services

GOAL

The goal of the Department of Public Works is to effectively serve the residents of Leon County by planning, developing, and maintaining quality infrastructure. This is accomplished by delivering environmentally sensitive and cost-effective products and services in order to achieve a high quality of life that includes health and safety, human comfort, and convenience.

PROGRAM HIGHLIGHTS

- 1. Continued coordination with Development Support & Environmental Management and the Department of PLACE regarding development projects and ordinances that impact and overlap with the respective departments.
- 2. Continued coordination with Florida Department of Transportation and City of Tallahassee to ensure proper construction and maintenance of the County's transportation and stormwater-related infrastructure.
- 3. Modified the Livable Infrastructure for Everyone (L.I.F.E.) Program Policy to include emergency access, utility and recreational amenities projects, and developed a preliminary, five-year L.I.F.E. program project list to commence January 2020.
- 4. Managed the removal and disposal of over 40,000 cubic yards of debris on both public and private roadways following the aftermath of Hurricane Irma in September 2017 and ensured proper documentation was maintained and provided for all FEMA reimbursable costs.
- 5. To ensure adequate response and coverage is available if another major weather event hits the County, the department purchased additional debris removal equipment and made improvements to the debris removal and monitoring contracts.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-400-541

		<u> </u>	INANCIAL	
		FY 2018	FY 2019	
		Adj. Budget	Actual	Budget
Personnel		459,197	467,199	482,706
Operating		155,287	147,285	152,461
	TOTAL	614,484	614,484	635,167

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	4.00	4.00	4.00
OPS	0.00	0.00	0.00
TOTAL	4.00	4.00	4.00

STAFFING

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DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsTransportation Maintenance

GOAL

The goal of the Public Works, Division of Operations Transportation Program is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance. This is accomplished through cost effective, environmentally sensitive, and aesthetically pleasing products and services.

PROGRAM HIGHLIGHTS

- Completed 135 Private Road Repair requests.
- 2. Began construction of the new Chaires baseball fields using existing staff and resources, saving the County approximately \$1 million.
- 3. Refurbished 90 miles of pavement striping to improve driver visibility on our roadways.
- 4. Performed 8.74 miles of road resurfacing with Open Grade Hot Mix (OGHM). The OGHM pavement is more environmentally friendly asphalt, which provides for a certain degree of stormwater treatment within the asphalt mat.
- 5. Installed and repaired approximately 9,926 street signs throughout Leon County.
- 6. Washed & cleaned approximately 18,000 sign panels.
- 7. Assisted in the removal of debris from Hurricane Irma across the County.

BENCHMARKING

Priorities	Benchmark Data	Leon County FY 2018 Actual Production MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2	Pavement Symbols (Plastic)	0.049 man hours/sq ft	0.067 man hours/sq ft
Q2	Plant Mix Patching (Hand) ¹	15.846 man hours/ton	13.826 man hours/ton
Q2	Major Plant Mix Patching (Mechanical) ²	4.631 man hours/ton	1.769 man hours/ton
Q2	Signs (ground signs 30 sq. ft. or less) ³	0.397 man hours/sign	0.914 man hours/sign

Benchmark Sources: Florida Department of Transportation 2018

- 1. Leon County's man hours per unit ratio were slightly higher in FY 2018 than that of FDOT due to inclement weather and equipment problems.
- Leon County's man hours per unit production exceeds FDOT due to additional travel time required to move crews and equipment to multiple small projects, as
 compared to FDOT's typical large projects.
- 3. Leon County's man hours per unit production is less than FDOT due to the close proximity, density and size of Leon County signs compared to those of FDOT.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q2	Perform 600 tons/year of major asphalt repairs.	779	600	682
Q2	Perform 400 tons/year asphalt/pothole patching.	412	400	342
Q2	3. Install and repair 7,000 sign panels annually.	13,654	7,000	9,926
Q2	4. Wash and clean 9,000 sign panels annually.	7,206	9,000	18,000
Q2	Install and refurbish 90,000 sq. ft. of pavement markings and symbols with plastic.	79,202	90,000	67,038
G1	6. Respond to 90% of work orders within three weeks.	96%	90%	89%
Q2	7. Grade County maintained dirt roads on a 14 day cycle.	14 Days	14 Days	14 Days
Q2	8. Perform resurfacing on 5 miles of Open-Grade Mix roads annually.	6.0	5.00	8.74
Q2	9. Repair 130 miles/year of shoulders.	95.35	130	47

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Major asphalt repair this year increased from 600 to 682 due to excessive root damage in Killearn Lakes.
- 2. The Division used 342 tons of asphalt for pothole patching, short of the FY 2018 estimate of 400. This is due primarily to equipment downtime for repairs and inclement weather.
- 3. The Division installed and repaired 9,926 sign panels in FY 2018, far exceeding the FY 2018 estimate of 7,000. This is due primarily to the number of outdated panels requiring replacement.
- 4. The Division washed and cleaned 18,000 sign panels in FY 2018, doubling the FY 2018 estimate of 9,000. The increase is due primarily to the increase in rainy weather, which increased mold growth on sign panels.
- 5. The Division installed and refurbished 67,038 square feet of pavement markings and symbols in FY 2018, short of the 90,000 square feet performance goal. The level of productivity was impacted by staff vacancies due to retirements.
- 6. The Division responded to 89% of work orders within three weeks. Response time to work orders varies annually due to various factors such as weather and the number of service requests received.
- 7. The Division met the performance goal of grading County maintained dirt roads on a 14 day cycle.
- The Division resurfaced 8.74 miles of Open-Grade Mix roads in FY 2018. The higher productivity in FY 2018 from FY 2017 was attributed
 to roads not being resurfaced in FY 2017 due to weather, including storm events, which resulted in these projects being completed during
 the first part of FY 2018.
- 9. The Division repaired 47 miles of shoulders in FY 2018. The reduction in shoulder miles was due to the shoulder repair crew being used to construct the Chaires Community Park baseball field.

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FINANCIAL AND STAFFING SUMMARY ACCOUNT NUMBER: 106-431-541

	FINANCIAL				STAFFING		
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget	. <u>-</u>	Adopted	Actual	Budget
Personnel	2,971,076	3,049,114	3,058,775	Full Time	54.00	54.00	54.00
Operating	1,053,818	821,281	1,025,213	OPS	0.00	0.00	0.00
Transportation	474,766	558,317	497,722				
TOTAL	4,499,660	4,428,711	4,581,710	TOTAL	54.00	54.00	54.00

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DEPARTMENT	DIVISION	PROGRAM
Public Works	Operations	Right-of-Way

GOAL

The goal of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification and stormwater maintenance.

PROGRAM HIGHLIGHTS

- 1. Began inspecting the maintenance of the landscaping installed on the Southwest/Northwest segments of Capital Circle. Operations will assume all landscape maintenance responsibility for the segments in FY 2019.
- 2. Completed the 2018 Canopy Road Tree Inventory update.
- 3. Planted 73 native trees on Old Bainbridge Road in FY 2018, and began site preparation to plant 400 trees on Meridian Road and 300 trees along Miccosukee Road in FY 2019.
- 4. County residents received 290 trees (100 Swamp Chestnut Oak, 90 Fringe and 100 Wax Myrtle) through the Adopt-A-Tree Program.
- 5. Performed maintenance on more than 991 acres of landscaped areas throughout Leon County.
- 6. Acquired new debris removal equipment to better respond to downed trees from future storms.
- 7. Planted 165 trees at Apalachee Regional Park for Arbor Day and another 290 trees as part of the Adopt-A-Tree program.

Strateg	Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure	FY 2017	FY 2018	FY 2019		
Reference	Reference		Actual	Estimate		
T5	Strategic Target: Plant 15,000 trees between FY17 – FY21 ¹	361	363	600		
T5	Strategic Target: Plant 1,000 trees in Canopy Roads between FY17 – FY21 ²	250	73	400		

Notes:

- 1. This only reflects the number of trees planted by the Operations Division. The Engineering and Parks & Recreation Divisions also plants trees.
- The County will continue to work with the Canopy Roads Committee to update the long term management plan for the Canopy Roads including an active
 tree planting program in support of planting 1,000 trees on canopy roads between FY 2018 and FY 2021. This only reflects the number of trees planted by
 the Operations Division. The Engineering Division also plants trees through planned construction projects on canopy roads.

BENCHMARKING

Priorities	Benchmark Data	Leon County FY 2018 Actual MH/Unit	Benchmark (FDOT 4 Year Average Production)
Q2	Roadside Litter Removal ¹	0.25 man hours/ acre	1.23 man hours/acre
Q2	Right-of-Way Mowing ¹	0.44 man hours/ acre	0.78 man hours/acre
Q2	Finish Cut Mowing ²	5.03 man hours/ acre	2.72 man hours/acre

Benchmark Source: Florida Department of Transportation 2018

- 1. Man hours per unit ratios are lower than FDOT due to County right-of-ways being narrower and in closer proximity.
- FDOT man hours per unit is lower due to FDOT landscape areas being larger and more expansive than Leon County which results in less FDOT time lost due to mobilization and travel.

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q2		Increase the number of Adopt-a-Road litter control groups by 2% over the prior year.	0%	2%	7%
Q2		Inspect and remove high risk wood on 58 miles of Canopy Roads every three years with an annual average of 19.3 miles.	24.5	19	29.02
Q2	3. F	Perform clear zone maintenance on 40 shoulder miles.	17	15	43
Q2	4. F	Pick up litter on 519 miles of roads four times per year.	1,579	1,000	1,982
Q2	5. N	Maintain 206.89 acres of landscaped area 9 times per year.	964	1,875	991
G1	6. F	Respond to 90% of work orders within three weeks.	98%	90%	99%
Q2	7. N	Mow 519 miles, five times during the mowing season.	2,834	2,595	2,941

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The Division increased the number of Adopt-A-Road litter groups by 7% in FY 2018, exceeding the 2% performance goal. The Adopt-A-Road Program is 100% driven by public interest; therefore, participation levels vary from year to year.
- 2. The Division inspected and removed high risk wood from 29.02 miles of Canopy roads in FY 2018. The high number of large trees in the dead and critical condition classes from the 2017 Tree Inventory as well as the damaged trees due to Hurricanes Hermine and Irma led to an increase in the number of miles requiring maintenance.
- 3. The Division performed clear zone maintenance on 43 miles in FY 2018, a 152.9% increase compared to FY 2017. The higher level of productivity is due primarily to a change in the equipment used to complete this task.
- 4. The Division picked up litter on a total 1,982 miles in FY 2018, an increase of 26% over FY 2017. The increase is due primarily to adjustments that were made to the routes for pickup in order to increase efficiencies.
- 5. The Division maintained a total of 991 acres of landscaped area in FY 2018, short of the performance goal of 1,875. This is due primarily to the length of time to fill vacancies.

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- 6. The Division responded to 99% of work orders within three weeks. Response time to work orders varies annually due to various factors such as weather and the number of service requests received.
- 7. The Division exceeded the FY 2018 estimate, mowing a total of 2,941 miles in FY 2018.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-432-541

	FINANCIAL				
	FY 2018	FY 2018	FY 2019		
	Adj. Budget	Actual	Budget		
Personnel	1,857,969	1,696,779	1,937,539		
Operating	730,798	522,455	749,236		
Transportation	274,626	305,972	278,759		
TOTAL	2,863,387	2,525,205	2,965,534		

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	35.00	35.00	35.00
OPS	0.00	0.00	0.00
TOTAL	35.00	35.00	35.00

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DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsStormwater Maintenance

GOAL

The goal of the Public Works, Division of Operations Stormwater Maintenance Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance.

PROGRAM HIGHLIGHTS

- 1. Conducted 288 inspections of stormwater ponds for the National Pollutant Discharge Elimination System (NPDES) MS4 permit.
- Cleaned and repaired more than 23.5 miles of roadside ditches, which will improve water quality and reduce the potential of stormwater impacts on adjacent properties.
- 3. Completed the renewal of 58 County and City stormwater operating permits for stormwater facilities.
- 4. Assisted in the removal of debris from Hurricanes Irma across the County.

BENCHMARKING

Priorities	Benchmark Data	Leon County FY 2018 Actual Production MH/Unit	Benchmark (FDOT 4 Year Average Production)	
Q2, EN1	Cleaning of Drainage Pipes (Mechanical) ¹	0.149 man hrs/ linear ft.	0.120 man hrs./linear ft.	
Q2, EN1	Cleaning and Reshaping Roadside Ditches	0.105 man hrs/ linear ft.	0.091 man hrs./linear ft.	

Benchmark Source: Florida Department of Transportation 2018

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
G1	1.	Complete 90% of work order requests, excluding major construction projects, within six weeks.	75%	90%	73%
Q2,EN1	2.	Clean and reshape 225,000 feet/year of roadside ditches annually.	97,187	225,000	124,073
Q2,EN1	3.	Clean 9,500 feet of drainage pipes annually (Mechanical).	8,640	9,500	9,113
Q2,EN1	4.	Percent of ponds and associated conveyances mowed two times annually per County Operating Permit requirements.	97%	90%	98%
Q2,EN1	5.	Percent of County conveyance systems, not associated with County Operating Permits, mowed one time annually.	11%	25%	11%

PERFORMANCE MEASUREMENT ANALYSIS

- The Division completed 73% of work order requests within six weeks, short of the 90% performance goals. This is due in part to staff
 vacancies, however, response time to work orders varies annually due to various factors such as weather and the number of service
 requests received.
- 2. The Division cleaned and reshaped 124,073 feet of roadside ditches in FY 2018. As indicated in #1 above, staffing vacancies prevented the Division from meeting this performance goal.
- 3. The Division cleaned 9,113 feet of drainage pipes in FY 2018, 96% of the performance estimate.
- 4. The Division achieved 98% of its goal of mowing all permitted ponds and associated conveyances twice annually per County Operating Permit requirements, exceeding the 90% performance goal. The use of contract mowing attributed to the increase in productivity.
- 5. The Division mowed 11% of County non-permitted conveyance systems in FY 2017. The Division continues to experience a decline in the availability of inmate work crews throughout the year to perform this activity, which impacts the percentage of conveyance systems mowed.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 123-433-538

	<u>FINANCIAL</u>			i	<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget	
Personnel	2,310,770	1,941,097	2,383,265	Full Time	42.8	42.8	42.8	
Operating	531,775	508,162	535,178	OPS	0.00	0.00	0.00	
Transportation	422,827	409,968	455,801					
TOTAL	3,265,372	2,859,227	3,374,244	TOTAL	42.80	42.80	42.80	

^{1.} Leon County man hour production is slightly higher than FDOT due to the fact that FDOT has longer runs of enclosed conveyances and roadside ditches resulting in higher production per project.

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DEPARTMENTDIVISIONPROGRAMPublic WorksOperationsMosquito Control

GOAL

The goal of the Public Works, Division of Operations Mosquito Control Program is to train and empower its employees to provide Leon County residents and visitors with effective and environmentally sound mosquito control services. Services and educational programs are provided to protect public health and reduce human discomfort associated with large mosquito populations.

PROGRAM HIGHLIGHTS

- 1. Reorganized the Mosquito Control Program to better address the resurgence of mosquito borne diseases transmitted by day-time mosquitoes.
- 2. Responded to 9,177 services requests for Mosquito Control Services.
- 3. Expanded the ground larviciding program to better address mosquito breeding sites located within residential areas and reduce the reliance on nighttime spraying in these areas.
- 4. Conducted 1,134 inspections of mosquito larval grounds sites and treated as necessary.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q2, G1	Percent of mosquito larva requests responded to in three days.	82%	75%	68%
Q2, G1	2. Percent of adult mosquito spraying requests responded to in three days.	45%	75%	77%
Q2, G1	3. Percent of domestic mosquito requests responded to in three days.	55%	75%	46%

Notes

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The Division responded to 68% of mosquito larva requests in three days, short of the 75% performance goal. This is due primarily to the volume of requests and current staffing workload to respond to these requests.
- 2. The Division responded to 77% of adult mosquito spraying requests within three days, exceeding the 75% performance goal. This is due to the Division being fully staffed with nighttime OPS personnel.
- 3. The Division did not meet this performance goal due to inclement weather.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-216-562 and 125-214-562

	<u> </u>	INANCIAL			
	FY 2018	FY 2018	FY 2019		FY 201
	Adj. Budget	Actual	Budget		Adopte
Personnel	524,119	449,840	528,509	Full Time	6.20
Operating	293,160	120,046	294,047	OPS	1.00
Transportation	60,827	61,087	57,400		
Capital	21,369	2,750			
TOTAL	900.528	633.723	879.974	TOTAL	7.20

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	6.20	6.20	6.20
OPS	1.00	1.00	1.00
TOTAL	7.20	7.20	7.20

STAFFING

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DEPARTMENTDIVISIONPROGRAMPublic WorksEngineering ServicesEngineering Services

GOAL

The goal of the Department of Public Works Engineering Services is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

PROGRAM HIGHLIGHTS

- 1. Continued to work with the State to seek matching grants for septic-to-sewer projects (Initiative #2017-8):
 - a. Leveraged \$4.5 million in state grants for sewer system projects in the Northeast Lake Munson and Belair/ Annawood neighborhoods located in the Primary Springs Protection Zone.
 - b. Leveraged a \$1.5 million grant from the Springs Restoration Grant Program for the passive onsite sewage nitrogen reduction pilot project in the Wakulla Basin Management Action Plans (BMAP) Primary Focus Area.
 - c. Initiated a seven-year Tentative Leon County Water Quality and Springs Protection Infrastructure Improvement Plan for which the Florida Department of Environmental Protection has committed \$30 million in matching grants through FY 2024. This brings the total investment in current or planned sewer projects to \$60 million.
- 2. Began construction of the Woodside Heights Septic to Sewer Project, which will connect 200 households to the central sewer system without septic effluent discharge.
- 3. Hauled 222,200 cubic yards of soil from F.A. Ash Borrow Pit to the landfill as Phase 1 of the Landfill Closure project, resulting in cost savings of \$3.6 million.
- 4. Leveraged \$110,000 from FDOT for the design of the proposed bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest.
- Leveraged \$48,750 from FDOT for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line to address the high number of lane departure crashes.
- Leveraged \$54,321 from FDOT for the design of safety improvements on Old Bainbridge Road at Knots Lane to address the high number of Run-Off Road (ROR) crashes.

Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure		FY 2018	FY 2019	
Reference	ivicasui e	Actuals	Actual	Estimate	
BG2	Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone between FY17-FY21 ¹ .	659 In Progress			
T5	Plant 15,000 trees between FY17-FY21 ² .	224	350	150	
T5	Plant 1,000 trees in Canopy Roads between FY17-FY 21 ² .	18	0	20	
Т6	Ensure 100% of new County building construction, renovation and repair utilize sustainable design ³ .	See Note #3			
T8	Construct 30 miles of sidewalks, greenways and trails between FY17-FY21 ⁴ .	1.0	3.8	3.6	
T10	Construct 100 fire hydrants between FY17-FY21 ⁵ .	15	17	35	

Notes:

- 1. By partnering with the State of Florida, the upgrade or elimination of 659 septic tanks in the primary springs protection zone is in-progress. To help achieve this goal, Leon County has aggressively pursued state grant funds to remove septic tanks in the primary springs protection zone. By leveraging Blueprint water quality funds approved as part of the early passage of the sales tax extension and projected construction schedules, over the next three years, approximately 584 septic tanks can be eliminated in the Woodside Heights, Northeast Lake Munson and Belair/Annawood neighborhoods. In addition, Leon County has worked closely with Florida Department of Environmental Protection and was awarded a stand-alone grant to implement an Advanced Septic System Pilot Program for the Wilkinson Woods Subdivision which will assist homeowners that are replacing failing or repairing septic tanks with passive technology higher performing nitrate-reducing systems. This program will remove or replace an additional 75 septic tanks. Finally, Leon County is implementing the Woodville Septic to Sewer Project through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. Like the other projects, the Woodville project is funded through sales tax and an FDEP grant. The County anticipates future grant funding from FDEP to support additional phases of the Woodville project.
- 2. This only reflects the number of trees planted by the Engineering Division through planned construction projects including new public subdivisions. The Operations division and other Departments also plant trees every year.
- 3. To achieve this Target, staff is currently working to implement policies and procedures that will ensure sustainable design is utilized in 100% of new construction, renovation, and repair by the year 2021. For instance, staff is in the process of developing material standards for small renovations such as painting and carpet installation.
- 4. This only reflects the number of sidewalk and trail miles constructed by Public Works and new public subdivision development. Other Departments, such as Parks & Recreation and Blueprint 2000 also construct sidewalks, greenways, and trails. Public Works' contribution to this target will be accomplished through the continued implementation of the County's Sidewalk Program and other transportation capital projects. Staff estimates a total of 10 miles of sidewalk will be constructed from FY 2018 FY 2021.
- 5. Fire hydrant construction is subject to available funding. Budgeted outyears tentatively allocate \$150,000 annually for the construction of new fire hydrants. Of this, \$50,000 is dedicated for a matching program which allows a HOA or citizen and the County to evenly share in the cost of hydrant installations. Based on available funding, staff estimates approximately 35 hydrants can be installed per year to meet the target.

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PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
G1	Manage staff so that not less than 30% of staff time is spent on Capital Improvement Project activities.	33%	31%	32%
EN2, Q2	Review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards.	100%	100%	100%
G1	3. Maintain subdivision plat review time to an average of 6 days or less.	5	5	5
G1	4. Maintain number of Leon County water bodies sampled annually.	42	42	41

PERFORMANCE MEASUREMENT ANALYSIS

- The department exceeded the performance goal with 32% of staff time being spent on Capital Improvement Project activities. This is a
 result of the County adding an engineering position in FY 2017 to manage citizen requests, which were previously handled by multiple
 engineers and pulled resources away from capital projects.
- 2. The department met 100% of its goal to review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards.
- 3. The department met the performance goal with an average of five days review time for subdivision plats.
- 4. The department sampled 41 of 42 Leon County water bodies in FY 2018. The department sought permission from the private property owners to sample Lake McBride, however permission was not granted.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 106-414-541

	FINANCIAL			<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	3,194,331	3,154,652	3,433,765	Full Time	35.00	35.00	36.00*
Operating	464,514	243,450	488,605	OPS	0.00	0.00	0.00
Transportation	41,429	34,134	38,622				
Capital Outlay	0	0	9,880	TOTAL	35.00	35.00	36.00
TOTAL	3,700,274	3,432,312	3,970,872				

^{*}Position increase from addition of Water Quality Engineer position during FY 2019 Budget Development Process.

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DEPARTMENTDIVISIONPROGRAMPublic WorksFleet ManagementFleet Maintenance

GOAL

The goal of the Department of Public Works Fleet Management is to provide the best quality maintenance and repair at the most economical cost to the taxpayers of Leon County.

PROGRAM HIGHLIGHTS

- 1. The Fleet Management Division and the Green Fleet Team provides input in the selection and purchase of a sustainable fleet, accomplishing improvements such as:
 - a. Downsized the County's fleet by replacing 95% of the 2 ½ ton F-750 vehicles, with smaller 1 ton F-350s over the past three years. Additionally, 14 medium-duty trucks with Gross Vehicle Weight Ratings (GVWR) ranging from 17,500 to 19,500 were replaced with smaller, more fuel efficient Ford F-450s with 16,500 GVWR.
 - b. Recommended the purchase of two Electric Plug-in Vehicles, which are more energy efficient and have overall lower maintenance costs.
 - c. The County's fleet is currently composed of 44 alternative fuel vehicles and 11 pieces of miscellaneous equipment.
- 2. Recycling is part of the culture of the Fleet Management Division. This effort includes auto parts, batteries, used oil and filters, scrap metal and tires that are 98% recycled.
- 3. Echo Power Synthetic Blended Heavy Duty Recycled Motor Oil continues to represent 95% of the oil purchased by Fleet Management for preventative maintenance and other petroleum needs.

BENCHMARKING

Priorities	Benchmark Data Leon County		Benchmark
G1	Hourly Shop Rate	\$80.00	\$115.33 ¹
G1	Mechanic productivity (based on 2,080 hrs. annually)	75%	66% to 72% ²

Benchmark Sources:

- Based on March 2018 survey of Local Vendor Hourly Labor Cost: Tallahassee Lincoln Ford \$100; Beard Equipment \$110; Ring Power \$110; Dale Earnhardt Chevrolet \$130; Dale Earnhardt GMC \$130, and Great Southern \$112
- 2. The Mechanic Productivity rate is based on data from Beard Equipment and Ring Power, 2017.

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017	FY 2018	FY 2018
Friorities		Actual	Estimate	Actual	
G1	1.	Number of chargeable hours.	5,283	6,700	5,350
G1	2.	Number of preventative maintenance services performed.	988	1,000	1,028
EN4	3.	Number of alternative fuel vehicles purchased.	4	2	1
EN4	4.	Number of average miles per gallon for hybrid vehicles.	28.81	29.1	21.11

PERFORMANCE MEASUREMENT ANALYSIS

- The number of chargeable hours reflects a minor increase from FY 2017, but below the performance goal of 6,700. Additionally, the
 Division implemented a program to allow some preventative services to be performed by local vendors, resulting in an additional 50
 services being provided.
- 2. The Division performed 1,028 preventative maintenance services in FY 2018, exceeding the performance goal of 1,000.
- 3. The Division purchased one alternative fuel vehicle in FY 2018, short of the performance goal of two vehicles. Extended delivery timeframes on the manufacture's side delayed the second vehicle to be purchased in FY 2019.
- 4. The average mile per gallon (MPG) for hybrid vehicles is currently 21.11. The reduction in mileage is due in part replacing larger vehicles with hybrids. For instance a hybrid SUV gets better mileage than a standard SUV, but less than a hybrid sedan, thus reducing hybrid MPG. Staff continues to explore efforts to increase the miles per gallon for these vehicles.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 505-425-591

	FINANCIAL			STAFFING			
FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
Adj. Budget	Actual	Budget		Adopted	Actual	Budget	
608,184	547,636	616,890	Full Time	9.0	9.0	9.0	
2,311,160	2,217,619	2,090,317	OPS	0.0	0.0	0.0	
13,562	17,115	10,922					
0	298						
2,932,906	2,783,451	2,718,129	TOTAL	9.0	9.0	9.0	
	Adj. Budget 608,184 2,311,160 13,562 0	Adj. Budget Actual 608,184 547,636 2,311,160 2,217,619 13,562 17,115 0 298	FY 2018 FY 2018 FY 2019 Adj. Budget Actual Budget 608,184 547,636 616,890 2,311,160 2,217,619 2,090,317 13,562 17,115 10,922 0 298	FY 2018 FY 2018 FY 2019 Adj. Budget Actual Budget 608,184 547,636 616,890 Full Time 2,311,160 2,217,619 2,090,317 OPS 13,562 17,115 10,922 0 298 10,922	FY 2018 FY 2018 FY 2019 FY 2018 Adj. Budget Actual Budget Adopted 608,184 547,636 616,890 Full Time 9.0 2,311,160 2,217,619 2,090,317 OPS 0.0 13,562 17,115 10,922 0.0 0 298 0.0 0.0	FY 2018 FY 2018 FY 2019 FY 2018 FY 2018 Actual Budget Adopted Actual 608,184 547,636 616,890 Full Time 9.0 9.0 2,311,160 2,217,619 2,090,317 OPS 0.0 0.0 13,562 17,115 10,922 0.0 0.0	

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Development Support & Environmental Management Business Plan

Mission Statement

Strategic Priorities

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

Environment

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

Quality of Life

- Promote livability, health, and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. (Q6)
- Maintain and enhance our parks and recreational offerings and green spaces. (Q1)
- Support strong neighborhoods. (Q5)

Governance

• Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)

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Actions

- 1. Implement Department of Development Support & Environmental Management Ongoing Project Manager (EC2, G2)
- 2. Implement Department of Development Support & Environmental Management dual Ongoing track review and approval process. (EC2, G2)
- 3. Provide Greenspace Reservation Area Credit Exchange (GRACE) (EN1, EN3)

 Ongoing
- 4. Implement fertilizer ordinance. (EN1) Complete

1. Implement the expanded Project Manager concept for site and development plan and environmental applications, and explore opportunities to expand the concept for building plans review processes.

Building Plans Review and Inspection

 Implement the expanded Project Manager concept for site and development plan and environmental applications, and explore opportunities to expand the concept for building plans review processes.

Building Plans Review and Inspection Actions

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Development Support & Environmental Management

3. Continue monitoring the implementation of the dual track review and approval process to ensure efficiency and to track trends in the preferred approval process.

Development Services/Env. Services/Bldg Plans Review and Inspection

4. Continue to encourage the utilization of the County's Greenspace Reservation Area Credit Exchange (GRACE) program through the pre-application and site plan review processes.

Environmental Services

5. Continue to develop strategies to implement the fertilizer ordinance to minimize nutrients in groundwater and downstream surface waters.

Environmental Services

Strategic Target 13: Reduce by at least 30% the average staff time it takes to approve a single family building permit. (T13)

	FY 2017	FY 2018	FY 2019	FY2020 through FY 2021
% Staff Approval Time ¹	10%	20%	30%	TBD

Notes:

1. The County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. The baseline figure for which the target was contemplated when staff proposed the measurable target for the governance section of the updated Strategic plan, was 11 business days. 309 single family building permits were issued during FY 2017 for new construction. During this period the average number of staff review days prior to permit issuance was 10 business days. The average review time decreased in FY 2017, even with a nearly 20% increase in single family permit requests and ongoing implementation of the County's new online permitting portal and new permit tracking software. It is anticipated the average review time for single family permits for new construction will continue to decrease each fiscal year based on the new Accela Citizens Access software reaching full functionality.

FY 2018 Annual Performance and Financial Report

DEPARTMENT DIVISION PROGRAM

Development Support & Env. Management Bldg Plans Review & Inspection Bldg Plans Review & Inspection

GOAL

The goal of the Building Plans Review and Inspections Division is to ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies and continuing staff development.

PROGRAM HIGHLIGHTS

- 1. Continued to ensure building safety within unincorporated Leon County: performed 24,612 building, electrical, plumbing and mechanical inspections; completed the associated plan reviews and issued approximately 5,452 building permits.
- Continued to work with MIS to fully implement Accela, the County's new software for building permitting and inspection. Once fully
 implemented, it is anticipated the software will enhance the efficiency of building plans review, permitting and inspection, as well as
 increase citizens' access to the process.
- 3. Staff assisted with a Project Dox Lunch & Learn in April of 2018 to provide additional guidance for contractors that wish to submit projects electronically.
- 4. During FY 2017-2018, one Building Inspector earned a Mechanical License and two earned Building Inspector Licenses. One Building Plans Examiner also earned a Building Plans Examiner License.
- 5. Developed and implemented multiphase electronic building permit application submittal and plans review process.
- 6. Continued to offer after-hours and weekend building inspections for construction projects. This change assists roofing, HVAC, and other specialty contractors, and also provides homeowners the opportunity to be present during the County's final inspection of their project.

Strate	Strategic Plan Bold Goals and Five-Year Targets							
Reference	Measure	FY 2017 ¹ Actual	FY 2018 Actual	FY 2019 Estimate				
T13	Reduce by at least 30% the average time it takes to approve a single family building permit. ¹	10%	20%	30%				

Notes:

1. The County established a five-year bold goal to reduce the average permitting time for single family homes by 30% from 11 business days to eight. The baseline figure for which the target was contemplated when staff proposed the measurable target for the governance section of the updated Strategic plan, was 11 business days. 309 single family building permits were issued during FY 2017 for new construction. During this period the average number of staff review days prior to permit issuance was 10 business days. The average review time decreased in FY 2017, even with a nearly 20% increase in single family permit requests and ongoing implementation of the County's new online permitting portal and new permit tracking software. It is anticipated the average review time for single family permits for new construction will continue to decrease each fiscal year based on the new Accela Citizens Access software reaching full functionality.

BENCHMARKING

Priorities	Permit Review Time Frames ¹	Single Family			Commercial		
		Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	2016 Actual	27	16	11	45	24	21
G2	2017 Actual	28	17	11	41	24	17
G2	2018 Actual	19	10	9	22	13	9
G2	2019 Estimate	17	9	8	43	23	20

Notes:

- 1. Review items are times are based on calendar days and include both staff and applicant/consultant holding periods. Building, Environmental and septic permit applications are reviewed concurrently.
- During this fiscal year, there were two plans examiners on staff qualified to review commercial plans. Also, during the transition to the Accela permit
 tracking software system, commercial building permits were being tracked manually. Therefore, the data extracted from Accela for this fiscal year is
 more representative of actual days for permit issuance.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate ¹	FY 2018 Actual
G2	Number of building inspections performed.	24,747	$30,000^2$	24,612
G2	Percentage of inspections completed on time.	100%	100%	100%
G2	3. Percentage of permit requests completed within 30 days.	100%	100%	100%
G2	Building Inspections per day per inspector.	12	12	12
G2	5. Plan reviews per plans examiner per day.	10	10	7

Notes:

- 1. FY 2018 estimates based on actuals through first three months of fiscal year 2017.
- 2. The increase in this figure compared to the FY 2017 estimate is the result of estimating the actuals through the first three months of FY 2017.

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of building inspections stayed consistent during this fiscal year.
- 2. Percentages of inspections completed on time remained unchanged with the previous fiscal year.
- 3. Staff remained consistent in the percentage of permit requests completed within 30 days.
- 4. The number of building inspections per day per inspector remained steady.
- 5. The slight reduction in the number of plans review per plans examiner per day could be the result of more permits being submitted online that do not require plans review.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 120-220-524

	<u>FINANCIAL</u>			<u>s</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
_	Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	1,799,564	1,817,448	1,779,307	Full Time	24.75	24.75	24.20
Operating	66,693	52,293	73,447	OPS	-	-	-
Transportation	36,542	33,058	36,996				
Capital Outlay	-	-	-				
TOTAL	1,902,799	1,902,799	1,889,750	TOTAL	24.75	24.75	24.20

Note: The responsibilities of positions within Building Plans Review and Inspection were realigned to the Permit and Code Services division resulting in a decrease in personnel.

FY 2018 Annual Performance and Financial Report

DEPARTMENT DIVISION PROGRAM

GOAL

The goal of the Customer Engagement Services Division is to better promote and perform process and service improvements with realignments to the permit intake process, providing a more hands-on approach to customer service.

PROGRAM HIGHLIGHTS

- 1. Assisted more than 9,000 walk-in customers during the year.
- 2. During the year, staff initiated and processed over 5,500 building and environmental permit applications.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
G2	Number of permit applications received and processed.	5,262	5,500	5,695
G2	Number of walk-in customers.	10,069	10,000	9,018
G2	Number of permits issued or approved.	4,495	5,000	5,452
G2	Total fees received (millions).	\$2.8	\$2.9	\$3.4

PERFORMANCE MEASUREMENT ANALYSIS

- The increase in the number of permit applications received and processed can be attributed to an overall increase in building activity related to a healthy economy.
- The slight decrease in the number of walk-in customers is due to more applicants utilizing the online permit submittal process.
- 3. The increase in building permits is due to an increase in residential and commercial construction projects related to approved large-scale development.
- 4. The increase in total fees received coincides with the number of building, environmental and site plan review permits received and processed. As a result, there is a 21.4% increase in revenue from all permitting types development approvals.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-426-537

	<u>FINANCIAL</u>			STAFFIN			NG	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
_	Budget	Actual	Budget		Adopted	Actual	Budget	
Personnel	251,920	137,243	203,120	Full Time	3.75	3.75	2.25	
Operating	5,600	4,580	1,580	OPS	-	-	-	
Transportation	-	-	-					
Capital Outlay	-	-	-					
TOTAL	257,520	141,822	204,700	TOTAL	3.75	3.75	2.25	

Note: Positions within the Customer Engagement Services division were realigned to the Permit and Code division and the Building Plans Review and Inspection division resulting in a decrease in Personnel.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementEnvironmental ServicesEnvironmental Services

GOAL

The goal of the Division of Environmental Services is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

PROGRAM HIGHLIGHTS

- Protected the community's natural features by reviewing 71 Natural Features Inventory Applications.
- 2. Helped ensure environmental protection by reviewing 136 site plan applications.
- 3. Reviewed 36 new stormwater management facility (SWMF) operating permit applications to ensure proper operation of the facilities.
- 4. Staff reviewed 104 environmental management permit applications.
- 5. Environmental Services staff assisted 1,850 walk-in and telephone clients.
- 6. In association with the Development Services Division, reviewed 199 Permitted Use Verifications for environmental requirements.
- 7. As part of the building permit application process, staff reviewed 1,254 single family permit applications for environmental protection.
- 8. Staff processed 248 SWMF operating permit renewals.
- 9. Staff reviewed 197 driveway applications.
- 10. To ensure environmental standards are met, staff performed more than 6,399 environmental inspections in support of approved permits.

BENCHMARKING

Priorities	Permit Review Time Frames*	Natural Feature Inventory			Environmental Permits		
	Permit Review Time Frames	Total Days	Applicant	Staff	Total Days	Applicant	Staff
G2	FY 2015 Actual	31	16	15	28	19	9
G2	FY 2016 Actual	27	14	13	28	19	9
G2	FY 2017 Actual	32	18	14	29	21	8
G2	FY 2018 Actual	31	18	13	30	22	8

^{*} Review times are based on calendar days and include both staff and applicant/consultant holding periods.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
EN2	Number of Natural Features Inventory applications reviews.	50	65 ¹	71
EN2	2. Number of site plan reviews (environmental impacts).	122	180 ¹	136
EN1	Number of stormwater operating permits reviews.	28	70 ¹	36
G2	4. Number of environmental service advisor clients.	1,470	1,470	1,850
EN2	5. Number of single family lot environmental permit application reviews.	784	870 ²	1,254
EN2	6. Number of driveway application reviews.	N/A	194	197
EN1	7. Number of stormwater operating permit renewals completed within the 3-year renewal cycle. ³	228 ³	240 ³	248
EN1	Number of environmental compliance inspections completed on an annual basis consistent with established guidelines.	7,875	7,500 ⁴	6,399
EN2	Number of Environmental Management Act permits issued within the time frame designated by Ordinance.	91	109 ¹	104
EN2	10. Number of Permitted Use Verifications (PUV) and Residential Compliance Certificate (RCC) reviews.	N/A	N/A	199⁵
EN1	11. Number of Science Advisory Committee meetings administered.	9	9	9

Notes:

- 1. FY 2018 estimates were based on actual totals through February of FY 2018 and current market conditions.
- 2. FY 2018 estimate was slightly higher due to steadily improving economic conditions.
- 3. Operating permit renewals are a function of the three-year renewal cycle and are uneven from year to year.
- 4. The estimate included a decrease due to the transfer of inspections for public subdivisions to Public Works.

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The Natural Features Inventory applications increased indicating improving economic conditions.
- 2. The site plan applications received increased providing a positive outlook for future development activity.
- 3. The number of Operating Permit reviews slightly increased, however, did not meet the projected estimate due to the length of time between permit issuance and project completion.
- 4. The Environmental Service Advisor customer service numbers increased indicating improving economic conditions.
- 5. The number of single family lot environmental permits issued increased substantially indicating robust economic conditions.
- 6. Driveway connection reviews were transferred from Public Works to DSEM; FY 2018 is the first full year for benchmarking.
- The operating permit renewals are dependent on the three year renewal cycle and vary from year to year.
- 3. The environmental inspections decreased due to the transfer of public subdivision inspections to Public Works.
- The number of environmental management permits remained relatively steady.
- 10. Tracking commenced this fiscal year for the environmental review portion of the Permitted Use Verifications (PUV) and Residential Compliance Certificate (RCC) applications.
- 11. The number of Science Advisory Committee meetings remained consistent.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-420-537

		<u>FINANCIAL</u>			STAFFING			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget	
Personnel	1,489,053	1,422,807	1,497,624	Full Time	15	15	14.90	
Operating	46,103	32,607	48,506	OPS	-	-	-	
Transportation	24,073	20,009	22,952					
TOTAL	1,599,229	1,475,424	1,569,082	TOTAL	15	15	14.90	

Note: Responsibilities within Environmental Services were realigned to the Building Plans Review and Inspection division (.10) resulting in a decrease in personnel.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementDevelopment ServicesDevelopment Services

GOAL

To guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County Florida.

PROGRAM HIGHLIGHTS

- Continued to provide exceptional customer service to the community and ensured that all approved development met or exceeded the minimum development standards. During FY 2018, Development Services reviewed and approved 58 site and development plan applications, issued 27 concurrency certificates, reviewed and approved 65 minor subdivision applications, issued 181 Permitted Use Verifications, and reviewed 803 applications for land use compliance.
- Worked with St. Joe and City Growth Management to amend the Southwood Development of Regional Impact Development Order to
 revise the phasing program and facilitate the implementation of remaining mitigated entitlements while continuing to ensure the interests of
 the County are fully realized.
- 3. Worked extensively with the applicant and concerned residents on an application for the development of a residential subdivision off Ox Bottom Road, which consists of 61 single-family residential units that were ultimately considered and approved by the Board subsequent to an appeal of DRC approval.
- 4. An application for a large and diverse 145 single family residential subdivision off Bannerman Road, adjacent to the Bannerman Crossing commercial development, was reviewed and approved by staff.
- 5. Reviewed and approved an application for the development of an office and residential development located near Edenfield Road and Mahan Drive, located partially in one of the Mahan Corridor Nodes, as well as a residential development containing 82 single-family dwelling units near Highland Drive and Mahan Drive.
- 6. Staff reviewed and approved two separate applications for the development of free-standing emergency rooms, one located on the corner of North Monroe Street and Okeeheepkee Road, and another on the corner of Capital Circle Southeast and Orange Avenue.

BENCHMARKING

Priorities	Site Plan Types→	Mean time for review of A	Mean time for review of ASAP ¹ , Limited Partition, and Type A, B, C, D applications						
	Fiscal Year ↓	Total Days²	Applicant ²	Staff ²					
G2	2016 Actual	75	45	30 ³					
G2	2017 Actual⁴	165	130	35					
G2	2018 Actual ⁴	not available	not available	not available					
G2	2018 Estimate ⁵	110	75	35					

Notes:

- Administrative Streamlined Process (ASAP) was implemented in FY 2010. This review process includes minor site plan reviews that require significantly fewer days
 to complete, resulting in a lower combined mean time for review. ASAP applications represented a majority of the total number of site plans approved during FY
 2016.
- 2. Review times are based on calendar days. "Applicant" refers to number of days the applicant was responsible for making corrections to the plan; "Staff" refers to number of days staff spent reviewing the plan.
- 3. The decrease in time in 2016 was likely the result of significantly more ASAP submittals which require less processing time thus impacting the overall benchmark times.
- 4. Accela Automation data for Development Services application site plan types is currently pending redesign. As a result, the reporting functionality to calculate mean times for review is dependent upon that redesign resulting in a lack of mean times data for FY 2018 actuals. Development Services is currently working with the Office of Information Technology (OIT) and Accela to obtain this data.
- 5. Data from Accela was only available from 10/1/16 through 12/31/16. The increase reported for FY 2017 is the result of a limited number of applications for which data was available during this period, along with three applications containing multiple resubmittals resulting in a significant impact to the average review times. More accurate numbers will be available once Accela is fully implemented. FY 2018 estimates are expected to be lower as the result of implementing procedural enhancements to pre-submittal and application review meetings; however, it is still anticipated to be higher than FY16 actuals as the result of anticipated higher intensity/density development applications which require more public meetings.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q6,EN1-4,G2	1. Number of site and development plan reviews (Limited Partition, Type A-D).	36	37	64
Q6,EN1-4,G2	Number of subdivision/site plan exemption determinations completed by staff within the applicable time frames as established by Code.	70	40	73
Q6,EN1-4,G2	3. Number of Permitted Use Verifications (PUV) and zoning letters issued within 15 days. ²	169	150	185
EN1-4,Q6	4. Number of zoning compliance determinations for residential development.	992	950	985
EN1-4,Q6,G2	Number of Board of Adjustment and Appeals Requests.	3	3	2
Q6,G2	6. Number of Concurrency Management Certificates Issued, small & large projects. 1		24	49
EC2,EN1-4,G2,Q6	C2,EN1-4,G2,Q6 7. Number of Development Agreements reviewed & DRI Applications reviewed with recommendations provided to the Board.		2	1
EN1-4,Q6,G2	8. Number of Land Development Code amendments by section, recommended		25	3

Notes:

1. Small = development that would generate less than 100 P.M. peak hour auto trips; Large = development that would generate 100 more P.M. peak hour trips.

FY 2018 Annual Performance and Financial Report

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The increase in site plan reviews from the estimate is indicative of the continued health of the real estate market resulting in major development applications.
- The increase in exempt applications from the estimate is indicative of the health of the economy and continued upward trend in small development projects.
- 3. The increase in PUVs from the estimate is a continued indicator of the strong economic conditions.
- 4. The FY18 actuals are slightly higher than the estimate, but generally consistent with the previous year due to the continued health of the real estate market.
- 5. Staff received a total of 3 BOAA requests; however, one was withdrawn by the applicant, resulting in a slight decrease from the estimate.
- 6. The FY18 actuals for concurrency management certificates are higher due to a significant increase in permitting levels...
- 7. There was only one request to amend a DRI submitted to the Board in FY18, resulting in a slight decrease from the estimate.
- 8. The FY18 actuals are lower than the estimate due to a significant increase in permitting levels. Several planned amendments are still in progress and will be anticipated for completion in FY19.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-422-537

		FINANCIAL	
	FY 2018 Adj. Budget	FY 2018 Actual	FY 2019 Budget
Personnel	729,864	654,239	769,903
Operating	67,813	29,623	68,035
Transportation	2,846	2,391	2,327
TOTAL	800,523	686,254	840,265

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	9.00	9.00	9.00
OPS	1.00	1.00	1.00
TOTAL	10.00	10.00	10.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementPermit & Code ServicesPermit & Code Services

GOAL

The goal of the Division of Permit and Code Services is to administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by the Department of Development Support and Environmental Management, in order to achieve compliance with adopted ordinances and policies.

PROGRAM HIGHLIGHTS

- 1. Implemented the Criminal History Records Check and Waiting period for Purchase of Firearms (aka the "Gun Show Loophole") Ordinance approved by the Board on April 10, 2018. The Ordinance requires a full three-day waiting period and completion of a criminal history background check of the potential purchaser through a Federal Firearms License dealer.
- 2. During the year, more than 10,069 walk-in customer were assisted, over 35,585 phone call inquiries were received, and 444 online Citizens Connect Service Requests were addressed. Additionally, 854 contractor licensing customers were assisted by staff.
- 3. Staff responded to 4,077 code compliance calls from citizens, reporting issues related to public nuisances, junk, illegal dumping, or illegally removing trees or filling wetlands, resulting in 1,229 site inspections, and the presentation of 96 cases before the Code Enforcement Board for disposition.
- 4. Continued to monitor the Abandoned Property Registration (APR) with 1,428 properties to date. This ordinance establishes a registration program to protect neighborhoods from becoming blighted through distressed and abandoned properties with mortgages in default.
- 5. Responded to 620 Compliance Certification Letter (CCL) requests during this past year. The CCL process provides for the recovery of associated costs of research and processing of open code violations, and property lien research requests.
- 6. Staff continued to monitor the amended Sign Code Ordinance to address illegal signs in the right-of-way in the unincorporated County and have removed 1,282 illegal signs to date.

BENCHMARKING

Priorities	Benchmarking*	Leon County	Benchmark
Q6	Code compliance cases brought into compliance as % of open cases (687 cases)	64%	55.6%
Q6	Code compliance cases brought into compliance as % of all cases (1,068 total)	81%	73.1%

^{*}International City Management Association Comparable Performance Measurement

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q6	Percentage of Code Enforcement Board orders prepared and executed within 10 working days.	96/100%	95/100%	103/100%
G2	Number of calls processed.	26,989	28,000	35,585
G2	3. Number of all construction address assignments and verifications completed within the permitting and review process as established by County code.	2,777	2,800	2,963

PERFORMANCE MEASUREMENT ANALYSIS

- There were 103 Code Enforcement Board orders filed within the required 10 working days compared to 96 Code Enforcement Board orders filed in FY 2017.
- 2. The increase in phone calls for FY 2018 is due to more calls related to the increase in development and permitting activity.
- The number of construction address assignments and verifications has increased consistent with the number of building permits issued for FY 2018.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-423-537

	<u> </u>	FINANCIAL			<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget	
Personnel	332,802	366,117	410,377	Full Time	5.00	5.00	6.25	
Operating	78,423	46,968	85,708	OPS	-	-	-	
Transportation	4,619	2,758	5,517					
TOTAL	415,844	415,844	501,602	TOTAL	5.00	5.00	6.25	

Note: The responsibilities of the "addressing program" were realigned from the Development Services division to the Permit and Code Services division resulting in an increase in personnel.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementSupport ServicesSupport

Services

GOAL

The goal of the Division of Support Services is to provide the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities by managing growth and protecting the natural environment through public information and assistance, development review and permitting activities, and other compliance related services consistent with all applicable County and State plans, regulations, and policies.

PROGRAM HIGHLIGHTS

- 1. Continued to serve as primary contact to assist customers with all electronic recording of documents with the Clerk of the Courts Office.
- 2. Maintained the Renaissance Center second floor conference room, including the electronic equipment, and coordinated all requests for the meeting space.
- 3. Coordinated all public records requests made via telephone, in person, or through the County Attorney's Office.
- 4. Managed the Administrative Pool to provide administrative support and back-up assistance to all Department Divisions.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 121-424-537

	<u> </u>	FINANCIAL PROPERTY OF THE PROP			<u>STAFFING</u>			
	FY 2018 Adj. Budget	FY 2018 Actual	FY 2019 Budget		FY 2018 Adopted	FY 2018 Actual	FY 2019 Budget	
Personnel	250,662	233,525	328,479	Full Time	2.50	2.50	3.40	
Operating	30,695	14,393	25,975	OPS	0.00	0.00	0.00	
TOTAL	281,357	247,962	354,454	TOTAL	2.50	2.50	3.40	

<u>Note:</u> The responsibilities of positions within the Building Plans Review and Inspection division were realigned to the Support Services division resulting in an increase in Personnel.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDevelopment Support & Env. ManagementEnvironmental ServicesFDEP Storage Tank

GOAL

The goal of the Department of Environmental Protection Petroleum Storage Tank Regulation Program is to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.

PROGRAM HIGHLIGHTS

- 1. Leon County Petroleum Storage Tank Regulation Program staff inspected 315 regulated petroleum storage facilities in Leon County; 63 in Gadsden County; 23 in Wakulla County; and 33 in Jefferson County. (Note: Numbers represent inspections performed during Task Assignment 1 of 10 of contract GC914. The task assignments performed are reported to the State for their fiscal year ending June 30, 2018. These numbers reflect all of the FDEP required inspections.)
- Staff responded to 979 requests for customer assistance with contract guidelines.
- 3. The Leon County Petroleum Storage Tank Regulation Program continued to achieve high marks from the annual Florida Department of Environmental Protection facility files and field inspections audit.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
EN1	Percent of regulated facilities inspected within Leon County.	100%	100%	100%
G2	2. Percent of requests for customer assistance responded to within contract guidelines.	100%	100%	100%
EN1	3. Percent of regulated facilities inspected. ¹	50%	50%	50%

Notes:

PERFORMANCE MEASUREMENT ANALYSIS

- 1. As contracted, 50% of the regulated storage tanks within Wakulla, Gadsden, and Jefferson Counties were inspected. The program completed 119 inspections in the three counties.
- 2. 100% of regulated storage tanks within Leon County were inspected. This percentage of inspections exceeds the 50% contract requirement. The program completed 315 inspections in Leon County.
- 3. The number of requests for customer assistance is consistent with past years.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 125-866-524

	FINANCIAL					STAFFING	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	154,447	153,773	160,387	Full Time	2.00	2.00	2.00
Operating	6,089	1,832	6,089	OPS	-	-	-
Transportation	6,186	2,818	4,011				
TOTAL	166,722	158,423	170,487	TOTAL	2.00	2.00	2.00

^{1.} The regional program includes Gadsden, Wakulla, and Jefferson Counties. The program began in FY 2012 with contractual obligations that require these facilities to be inspected once every two years.

Leon County Fiscal Year 2018 Annual Performance and Financial Report Department of PLACE **Business Plan** Mission The mission of the Department of PLACE (Planning, Land Management, and Community Enhancement) is to serve the citizens of Tallahassee and Leon County by providing the City and County Commissions, the Planning Commission, numerous boards, committees, residents and businesses with accurate information, creative solutions, effective planning recommendations and expertise in the areas of long range, land use, environmental and transportation planning. **Environment** Strategic Priorities EN3 - Promote orderly growth and sustainable practices. **Quality of Life** Q1 – Maintain and enhance our parks and recreational offerings and green spaces. Q5 - Support strong neighborhoods. Q6 - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. Governance G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. In Progress 1. In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (EN3) In Progress Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (EN3) In Progress Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (Q5) Ongoing Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Captial City Amphitheater stage, inclusive of potential sound mitigation elements. (EC4) Strategic Initiatives October 1, 2017 – September 30, 2021 Ongoing Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmantal Agency. (EC2) In Progress Complete the joint County/City disparity study and enhancements to MWSBE program. (EC2) In Progress Work with partners to utilitize rights-of-way and utility easements to further expand the trail system. (Q1, Q6) Complete Explore ways to expand how local businesses can do business outside of the community. In Progress Evaluate expanding Leon Works as a regional event and to different segments of the community. (EC2) Complete 10. Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (EC2) In Progress 11. Continue to partner with Shop Local 850 to promote Leon County's local businesses and enrepreneurs and develop new data sources to analyze the conomic impacts of shopping local. (EC2, EC3) Ongoing 12. As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (Q1, Q5, Q6) Establishment of the Elevate Florida's Captial for Business: Catalyzing Workfroce **Planning** Actions Development Opportunities program. Presented an implementation plan for the Blueprint 2020 infrastructure and economic **Planning** development program to the BlueprintIntergovernmental Agency Board of Directors. OEV Complete MWSBE disparity study.

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Planning

Leon County Fiscal Year 2018 Annual Performance and Financial Report Department of PLACE The MWSBE Division will study opportunity for micro-lending program for small, minority and OEV women-owned businesses. **Planning** City and County adoption of the revised Canopy Roads management Plan. Complete Phase 2 of transportation fee evalutation, which entails developing a methodology **Planning** and adaptation of and necessary ordinances. CRTPA is developing a Bike-Ped Master Plan for Leon County. At the conclusion of this project, Planning/Blueprint Blueprint will use this data to develop an implementation plan for funding and constructing the Greenways projects. Actions Planning will support Blueprint in implementing the Greenways Master Plan by identifying **Planning** partnership opportunities as part of new development or revelopment within the community. **Planning** Submit Amendment to Land Use Element of the Comprehensive Plan. OEV 10. Work with Leon Works partners to implement regional expansion as part of the 2018 Expo. **OEV** 11. Continue to market and promote the Local Enterprise Zone incentive program. 12. Explore opportunities to refine the data currently available through EMSI labor force analytics OEV software. 13. Partnership with International Trade Administration to assist Tallahassee-Leon County **OEV**

companies that want to sell their products and services abroad.

14. Presented Miccosukee Rural Community Sense of Place Plan

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDepartment of PLACEPlanning DepartmentPlanning Department

GOAL

The goal of the Tallahassee-Leon County Planning Department is to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning for the orderly growth of the Leon County and Tallahassee community.

PROGRAM HIGHLIGHTS

- 1. Completed and began initiating the Miccosukee Rural Community Sense of Place Plan with substantial input from community stakeholders.
- 2. Initiated the Alternative Mobility Funding Systems Study.
- 3. Continued updates to the Land Use Element of the Comprehensive Plan.
- 4. Updated the Urban Forest Master Plan with substantial public input and supplemental consultant analysis.
- Analyzed the existing multimodal transportation district and identifying ways to improve the code in coordination with a code and policy consultant.
- 6. Partnered with PACE national bike sharing service to introduce a dockless bike share program in Leon County.
- 7. Continued operating DesignWorks Studio to assist public and private partners.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
EN3	Number of Land Use Applications processed, including Site Plans, Text Amendments, Subdivisions, Plats, etc (City and County)	261	275	305
EN3	Number of Rezoning, PUDs reviewed (County & City)	23	23	21
EN3	Number of Comp Plan Amendments analyzed and processed.	11	11	12
EN3	Number of new dwelling units reviewed and/or approved (City and County)	1,910	2,000	1,865
EN3	Number of Non-Residential sq. ft. reviewed or approved (City and County)	918,421	920,000	1,479,261
EN3	Number of GIS Layers actively maintained.	37	37	42
Q5,Q6	7. Number of Public Workshops/Listening Sessions/Neighborhood Meetings	39	45	75
Q5,Q6	Number of Committee Meetings	30	30	50
Q5,Q6	Number of CONA Meetings	6	6	3
EN3,G1	10. Number of Direct Mail Notices	6,360	7,000	3,267
EN3,G1	11. Number of Web Postings or Updates	160	180	180
EN3,G1	12. Number of Newspaper Ads	41	40	27

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of development applications processed is driven by external economic factors and the number of applications received, indicating an improved economy, which resulted in both an increase over FY17 actuals and FY 18 estimates.
- 2. The amount of rezoning saw less than a one percent decrease below FY17, indicating consistency in the rezoning process.
- 3. The number of Comp Plan Amendments analyzed and processed exceeded FY18 estimates.
- 4. The number of new dwellings decreased slightly from FY17, which was a peak-year seeing more than double that of FY16. The number of new dwelling units reviewed and/or approved is substantially high.
- 5. The square footage of non-residential development reviewed increased by 61% over FY17, indicating an improved land development economy.
- 6. The number of GIS layers maintained increased by 5 layers.
- 7. The number of public workshops, listening sessions, and neighborhood meetings increased significantly due to the following: creation of a new public outreach initiative; public workshops to support the comp plan land use and mobility element update; public workshops on the Urban Forest Master Plan; and new public events and meetings to support Mobility Month.
- 8. The number of committee meetings significantly increased due to the Urban Forest Master Plan stakeholder meetings; Bond neighborhood meetings; and Frenchtown Steering Committee Meetings.
- 9. The Council of Neighborhood Associations (CONA) normally meets every other month; meetings were held less regularly this year.
- 10. The number of direct mail notices fluctuates because it is dependent upon the location of the application properties and the number of properties within the 1,000 ft thereof.
- 11. The number of web postings and updates is as expected.
- 12. The number of newspaper ads has decreased as a result of Department efforts to consolidate multiple notices into singular postings in order to reduce operational costs. The average number of ads per month is 3 to 5.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-817-515

		FINANCIAL*	
	FY 2018	FY 2018	FY 2019
_	Adj. Budget	Actual	Budget
Personnel	200,432	209,972	216,195
Operating	25,000	-	-
Grants-in-Aid	961,560	518,913	757,272
TOTAL	1,186,992	728,884	973,467

		STAFFING**	
	FY 2018	FY 2018	***FY 2019
_	Adopted	Actual	Budget
Full Time	23.50	23.50	23.50
OPS	0.00	0.00	0.00
TOTAL	23.50	23.50	23.50

^{*} County portion of funding only. ** Total City/County staffing.

Leon County Fiscal Year 2018 Annual Perforamnce and Financial Report

Office of Financial Stewardship Business Plan

Mission Statement

The mission of the Office of Financial Stewardship is to provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator and Board departments, offices and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

trategic riorities

Governance

- G2 Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.
- G4 Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices.
- G5 Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.

Strategic Initiatives October 1, 2017– September 30, 202

1. Seek opportunities for partnerships through NACo and FAC's enterprise programs.

Complete

- Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician Complete positions. (G4)
- Actions
- Leon County continues to participate in NACo's Government Purchasing Alliance. Leon County also continues to participate in the Florida Muncipal Insurance Trust Property and Workers Compensation Program.

Purchasing

2. As part of the FY 2018 budget process, the County implemented an \$12.00/hour minimum living wage for County employees.

OMB

Strategic Target: Reduce by 60% the outstanding debt of the County. (T15)

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	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Percentage of Outstanding Debt Reduced ¹	17%	17%	15%	22%	71%

Notes:

1. In FY 2018, the County reduced its debt by 17%, leaving an outstanding balance of \$32,340,221. Based on the current debt service schedule and recent refinancing, the County is on pace to meet this target. The County will pay \$589,918 worth of interest and make principal payments totaling \$6,982,000 in FY 2019, for a 15% debt reduction. Bonds issued to acquire Leon County Office Annex Building will be paid off by FY 2021, significantly reducing the amount of remaining debt.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMFinancial StewardshipOffice of Management & BudgetOMB

GOAL

The goal of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials, and staff.

PROGRAM HIGHLIGHTS

- 1. The FY2017/2018 budget was balanced without increasing the current 8.3144 millage rate, demonstrating Leon County's commitment to responsible stewardship.
- Leon County had the lowest net budget (\$821) per countywide resident among like-sized counties and had one of the lowest net budgets
 per county resident in Florida, with only three other counties having lower budgets. Additionally, Leon County has six employees per 1,000
 residents and ranked seventh lowest in employees per capital among all 67 counties in Florida.
- 3. In FY 2018, the County realized \$3.1 million in savings over the next five years in capital building maintenance as well as \$1.4 million in savings as a result of the Cross Departmental Action Team.
- 4. Paid off County bonds, providing \$64,000 in savings in FY 2018 and refinanced remaining debt, saving \$489,075 over the life of the loan.
- 5. Staff facilitated the Let's Balance! Budget simulation game to teach local community groups, such as Youth Leadership Tallahassee and Lighthouse of the Big Bend (rehabilitation education for people who are visually impaired), about the budget process.
- OMB received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the 28th consecutive year.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G5	Net Budget Per Countywide Resident*	1:\$821	1:\$1,188

^{*}Benchmark is generated from the average net budget per county resident of Like-Sized counties. Benchmarked Counties include: Alachua, Escambia, Lake, Osceola, St. Johns and St. Lucie.

	Strategic Plan Bold Goals and Five-Year Targets						
Reference	Reference Measure		FY 2018	FY 2019			
	THE COUNTY OF TH	Actual	Actual	Estimate			
T15	Strategic Target: Reduce by 60% the outstanding debt of the County	17%	17%	15%			

Notes

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
G5	1. Meet all requirements of FL Statutes 129 and 200 (Truth in Millage)	Yes	Yes	Yes
G5	Forecast actual major revenue sources within 5% of the budget (actual collections as a % of budget)	98%	98%	98%
G2	3. Process budget amendment request within 2 business days or the next scheduled Board meeting (% is an estimate)	100%	100%	100%
G5	Develop and print 2 semi-annual performance reports by May 30 and November 30	2	2	2
G2	5. Review all agenda items in less than 2 days 95% of the time	98%	98%	99%
G2	6. Percentage of departmental performance measures reviewed	100%	100%	100%
G2	7. Number of program management reviews performed	1	1	0

PERFORMANCE MEASUREMENT ANALYSIS

- Leon County received a letter of compliance from the State Department of Revenue for meeting all the FY 2018 Truth in Millage notification requirements.
- 2. Major revenues (\$211,843,794) accounted for 83% of all revenue receipts (\$253,723,600) budgeted. Actual major revenues were 2.0% greater than budgeted (\$216,087,996).
- The office processed 44 administrative and board amendments during the fiscal year. Of the processed amendments, 44 or 100% were processed within two business days.
- 4. A mid-year performance report and an annual performance report were submitted by the required deadlines. The office reviewed 100% of the performance measures submitted by departments.
- 5. During the fiscal year OMB reviewed 222 agenda items. Of the agenda items submitted, 220 or 99% were reviewed within two days.
- The percentage of departmental performance measures reviewed was consistent with the previous year.
- 7. No program management reviews were conducted in FY 2018.

In FY 2018, the County reduced its debt by 17%, leaving an outstanding balance of \$32,340,221. Based on the current debt service schedule and recent refinancing, the County is on pace to meet this target. The County will pay \$589,918 worth of interest and make principal payments totaling \$6,982,000 in FY 2019, for a 15% debt reduction. Bonds issued to acquire Leon County Office Annex Building will be paid off by FY 2021, significantly reducing the amount of remaining debt.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-130-513

	<u>FINANCIAL</u>				STAFFING		
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	617,536	619,373	658,291	Full Time	7.00	7.00	7.00
Operating	87,384	62,331	78,940	OPS	0.00	0.00	0.00
Grants-In-Aid	63,175	63,175	63,175				
TOTAL	768,095	744,879	800,406	TOTAL	7.00	7.00	7.00

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Purchasing	Procurement

GOAL

The goal of the Procurement Program is to provide: 1) timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality at the lowest possible cost, through open and fair competition; 2) provide contract management and compliance services; and 3) an exemplary records and management control program for the tangible personal property of Leon County.

PROGRAM HIGHLIGHTS

- Continued to expand the use of electronic documents, including the implementation of electronic purchase orders. This allows vendors, staff, and other interested parties to obtain copies of purchasing and solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper.
- Purchasing continues to serve citizens faster and more easily with an online procurement system called Procurement Connect. This system
 provides vendors instant access to many different services and processes such as, instant access to bids, requests for proposal, invitations to
 negotiate, and various other solicitation documents.
- 3. Purchasing continues to provide value-added service to County staff through ongoing procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation and other assistance. Purchasing also provides sales and customer support to County staff through ordering, stocking and issuance of operational consumable products valued at over \$77 million during the fiscal year through more than 1,800 requisitions.
- 4. Leon County maintains the proper control records of all tangible personal property. In order to account for all property, Purchasing conducts an annual inventory. This past year, the inventory consisted of assets valued over \$62 million.
- 5. In order to maximize investment in property, Leon County utilizes online auction services and on-site surplus sales to dispose of obsolete equipment that is no longer used by departments. This past year, Purchasing conducted both on-site and online surplus sales/auctions resulting in a return of almost \$425,000.
- 6. As responsible stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, supplier and subcontractor payment, and requires appropriate vendor insurance coverage.

BENCHMARKING

Priorities	Benchmark Data	Leon County	ICMA Mean	ICMA Median
G2	Amount of central purchasing purchases per central purchasing FTE (millions)	\$22.2	\$20.5	\$13.0
G2	Percent of purchasing conducted with purchasing card	6.37%	5.87%	2.56%

Benchmark Source: International City/County Management Association Comparable for Performance Measurement 2010

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
G2, G5	Percent of completed requisitions for purchase orders processed within two days of receipt.	100%	100%	100%
G2, G5	Percent of bids/RFPs processed within 45 work days of receipt of request.	85%	100%	95%
G2, G5	Number of Purchase Orders issued.	2,102	2,230	1,868
G2, G5	4. Value of Purchase Orders Issued (millions).	\$59.1	\$62	\$77.8
G2	5. Amount of Central Purchasing Office purchases per Central Purchasing FTE (3.5 FTE allocated) (millions)	\$16.9	\$17.7	\$22.2
G2, G5	6. Number of bids issued.	54	55	52
G2, G5	7. Purchasing card volume.	\$6,045,567	\$6,000,000	\$5,295,170
G5	Purchasing card rebate.	\$87,660	\$88,000	\$76,504
G2, G5	Number of assets at year-end.	7,465	7,750	7,794
G2, G5	10. Year-end total asset value (millions).	\$62.1	\$60	\$62.8
G2, G5	11. Number of surplus auctions (including online auctions).	52	75	26
G2, G5	12. Value of auction proceeds.	\$232,672	\$200,000	\$423,538
G2,G5	 Number of pre-bid meetings held to provide information on County projects to vendors. 	30	30	33
G2,G5	14. Ratio of bid protests to total solicited bids.	0:54	0:55	1:52

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Primary attention is given to processing requisitions so that County staff receives needed materials and services in a timely manner.
- 2. This number has increased due to process improvements that incorporate solicitation development meetings and the review processes of other areas.
- 3. Number of purchase orders decreased slightly due to an increase in purchasing card usage.
- 4. The value of purchase orders increased due to an increase in capital projects.
- 5. The increase is due to FTE remaining constant while there was an increase in the value of purchase orders.
- 6. The number of solicitations was slightly lower than FY 2017 but constant relative to the annual average.
- The purchasing value decreased based upon the discontinuation of the EPayables program due to low vendor participation.
- 8. The purchasing card rebate decrease is directly related to the decrease in the purchasing card value declining.
- 9. The number of assets increased due to the addition of the Emergency Management assets to the County inventory for the transaction from the Sheriff's office after Leon County assumed responsibility for Emergency Management operations.
- 10. The value of assets grew slightly from FY 2017 after taking over Emergency Management and the purchase of new equipment.

FY 2018 Annual Performance and Financial Report

- The number of auctions decreased this year due to grouping a larger number of items together in one auction.
 The value of the auctions increased primarily due to the higher sales of surplus vehicles and equipment.
 The number of meetings is based upon the complexity of the projects. This number increased due to a large number of complex solicitations conducted.
- 14. There was one formal protest during FY 2018 which was resolved in the County's favor.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-140-513

	<u>FINANCIAL</u>			
	FY 2018 FY 2018 FY 2			
_	Adj. Budget	Actual	Budget	
Personnel	538,158	539,384	469,403	
Operating	25,707	24,673	25,673	
Transportation	1,430	1,237	1,383	
TOTAL	565,295	565,295	496,459	

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	6.00	6.00	6.00
OPS	0.00	0.00	0.00
TOTAL	6.00	6.00	6.00

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Purchasing	Warehouse

GOAL

The goal of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate work routines of County departments.

PROGRAM HIGHLIGHTS

- 1. Annual Warehouse inventory showed a loss of \$1,115 or 0.47 % of the total valuation as compared to the national standard of +/- 1.5%.
- 2. Annual Warehouse turnover rate of 2.11 exceeds the national standard benchmark of > 1.5%.
- 3. Warehouse staff utilized competitive quoting and cooperative contracts to reduce inventory costs.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G2, G5	Inventory Turnover Rate (sales / inventory value)	2.11%	Greater than or equal to 1.5%
G2, G5	Annual inventory loss/gain (to measure operational accuracy)	0.47%	Less than 1.5%+/-

Benchmark Sources: National Institute of Governmental Purchasing, Inc. (NIGP)

PERFORMANCE MEASURES

Priorities	Performance Measures		FY 2018 Estimate	FY 2018 Actual
G2, G5	Cost per issuance.	\$7.54	\$7.05	\$7.81
G2, G5	Operational cost as a % of total dollar value of issuances (expenses / \$ value of issuances).	19.58%	18%	20.25%
G2, G5	3. Number of issuances.	15,778	15,400	14,478
G2, G5	4. Dollar volume of issuances.	\$607,447	\$550,000	\$558,795

PERFORMANCE MEASUREMENT ANALYSIS

- 1. A combination of consistent fixed costs and higher commodity prices resulted in a slight increase in the cost per issuance.
- 2. The increase is a result of a slight decrease in operational costs from FY 2017 and a larger decrease in the value of issuance items.
- 3. There was a slight decrease in the number of issuances due to no storm activity in FY 2018 compared to Hurricane Irma in FY 2017.
- 4. The slight increase in volume is related to higher commodity prices.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-141-513

	<u>FINANCIAL</u>		
	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget
Personnel	108,766	109,914	111,441
Operating	2,857	3,051	2,681
Transportation	1,550	208	720
TOTAL	113,173	113,173	114,842

	<u>STAFFING</u>			
	FY 2015	FY 2015	FY 2016	
_	Adopted	Actual	Budget	
Full Time	2.00	2.00	2.00	
OPS	0.00	0.00	0.00	
_				
TOTAL	2.00	2.00	2.00	

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Office of Management & Budget	Risk Management

GOAL

The goal of Risk Management is to provide our customers with courteous and professional services, in the area of risk management.

PROGRAM HIGHLIGHTS

- 1. Risk Management continues to work towards protecting the County against the financial consequences of catastrophic accidental losses and preserve County assets and public service capabilities from destruction or depletion.
- 2. In order to ensure that Leon County continues to maintain a safe working environment for its employees, Risk Management Coordinated ten safety sessions and conducted monthly site visits.
- 3. Conducted annual driver license checks on all authorized drivers and coordinated random drug and alcohol testing.
- 4. Reviewed in excess of 475 criminal background checks on individuals wishing to volunteer.
- 5. Recovered in excess of \$24,784 in damaged County property by pursuing third-party insurers.

PERFORMANCE MEASURES

Risk Management is the process of managing the County's activities in order to minimize the total long-term costs of all accidental losses and their consequences. This is accomplished through risk identification, risk control, and risk finance.

Priorities	Performance Measures		FY 2018 Estimate	FY 2018 Actual
G5	1. Number of Workers' compensation claims filed.	145	142	132
G5	2. Number of Safety/Loss prevention training courses conducted.	11	8	11
G5	3. Number of auto accidents investigated.	16	15	12
G5	4. Number of Safety Committee meetings.	12	12	12

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Eight percent (8%) reduction in number of Workers' Compensation claims compared to FY 2017
- 2. Eleven (11) safety training events provided at seven (7) separate locations consistent with this is training conducted in FY 2017.
- 3. Twenty percent (20%) reduction in number of automobile accidents compared to FY 2017. Staff continues to train drivers and equipment operators on the latest in safety requirements to reduce accidents.
- 4. Safety Committee meets on a monthly basis with consistent attendance.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 501-132-513

		<u>FINANCIAL</u>		
		FY 2018	FY 2018	FY 2019
	_	Adj. Budget	Actual	Budget
Personnel		114,189	127,465	118,349
Operating		98,223	84,944	78,259
	TOTAL	212,413	212,413	196,608

	STAFFING			
	FY 2018	FY 2018	FY 2019	
	Adopted	Actual	Budget	
Full Time	1.00	1.00	1.00	
OPS	0.00	0.00	0.00	
TOTAL	1.00	1.00	1.00	

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Financial Stewardship	Office of Management & Budget	Real Estate

GOAL

The goal of the Office of Real Estate Management is the professional management of the County's real estate portfolio including procurement, disposition, leasing, and the administration of the county's real property.

PROGRAM HIGHLIGHTS

- Leasing activity remains steady and the program successfully leased 4,314 SF unit in Lake Jackson Town Center to a restaurant, Country Kitchen Café.
 - a. Lake Jackson Town Center 69,175 total rentable SF; 29,948 SF occupied; 39,227 SF vacant; 5,400 SF outstanding Letters of Interest (LOIs) as of September 30, 2018.
 - **b.** Leon County Government Annex (AKA BOA Building) 120,783 rentable SF; 115,269 SF occupied; 5,513 SF vacant. Interest remains high.
- Land portfolio continues to grow as of September 30, 2018 there were 585 parcels. Primary growth has been through the Escheatment process related to delinquent taxes
- 3. Contract with a residential Real Estate broker to market and sell residential properties received by escheatment
- 4. Work with the county staff, affordable housing and assigned attorney to ensure that the escheated parcels are placed into use by the county, offered to affordable housing or disposed of in a timely matter to return these properties to the County's tax roll as soon as possible.
- 5. Work in tandem with Public Works to acquire property rights for capital improvement projects. Acquire property rights through donations, direct purchases and eminent domain.
- 6. Developed and maintained a comprehensive inventory of the County's real estate by the utilization of the existing TLC GIS database.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q2	Total square footage available for lease ¹ .	205,461	205,461	205,461
Q2	Total occupied leasable square footage occupied ¹	174,275	164,177	167,518
G5	Percent of total leasable square footage occupied ¹ .	84.8%	79.9%	81.5%

Notes.

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The total leasable square footage occupied in FY 2018 increased from FY 2017 estimate by 3,341 square feet. The increase of 3,341 square feet is the net result of leasing activity at Lake Jackson Town Center during the 2018 fiscal year. This includes one new tenant: Country Kitchen Café (4,315 square feet), and other activity.
- The Real Estate Division will be placing three County related functions into the Leon County Government Annex, totaling 10,736 square feet in early FY 2019.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-156-519

	<u> </u>	INANCIAL	
	FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget
Personnel	152,897	157,429	161,100
Operating	124,167	89,040	124,132
Grants & Aid	25,000	25,000	12,000
TOTAL	302,064	269,469	299,410

		STAFFING	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	3.00	3.00	3.00
OPS	0.00	0.00	0.00
TOTAL	1.00	1.00	1.00

^{1.} Total leasable square footage of space fluctuates from year-to-year and is currently 205,464

	Leon (County Fiscal Year 2018 Annual Performance and Financial Report	
	Τοι	urism	
	Bu	siness Plan	
Mission Statement	mana	mission of the Leon County Division of Tourism is to spearhead and coordinate the tourism relangement of the destination through the coordination of the hospitality industry, local governmen nunity to sustain and grow visitor spending and job creation in the Tallahassee region.	_
Strategic Priorities	Econo • Qualit	EC1 - Do well-designed public infrastructure which supports business, attracts private invest term economic benefits. EC4 - Grow our tourism economy, its diversity, competitiveness and economic impact.	ment and has long
	•	Q4 - Support and promote access to basic health and welfare services to our community mem	nbers most in need.
	1.	Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (EC4)	Ongoing
Strategic Initiatives October 1, 2017– September 30, 2022	2.	Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (EC4)	Ongoing
	3.	Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (EC1, EC4)	Ongoing
Initiat September	4.	To continue to support Choose Tallahassee's efforts to market our community as a retirement destination. (Q4 , EC4)	Ongoing
tegic , 2017– S	5.	Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements (EC4)	Complete
Stra October 1	6.	Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (EC1, EC4)	In Progress
	7.	Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (EC4)	Ongoing
	8.	Raise awareness of County trails through the Division of Tourism Strategic Plan.	Complete
	1.	 A. Staff partnered with Florida State Athletics in assembling the bid to host NCAA cross country Regional and National Champships at Apalachee Regional Park. Staff included facility and community assests to make the bid more apealing. B. Florida State Athletics was awarded the 2021 National Collegiate Athletic Association Division One Cross County National Championshs at Apalachee Regional Park. 	FSU Athletics, NCAA, Hotel partners, Parks Department
Actions	2.	 A. Develop a presentation to present to Florida State Athletics B. Meet with Florida State Athletics to present the benefits of hosting a Pre-Season NFL Game. C. Identify NFL Teams that would potentially participate. D. Identify potential funding sources that would support hosting an NFL Preseason game in Doak Campbell Stadium. E. Develop a presentation to present to the potential NFL teams previously identified. F. Develop a presentation for the FY19 Leon County BOCC Budget Workshop outlining Leon County budget impact. G. Target hosting the NFL Preseason football game in 2019 or 2020. 	FSU, NFL, Florida Sports Foundation

various community

interests.

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Tourism

Actions

3.	 A. Construction of the Apalachee Regional Park Access Road. B. Approval of Preliminary Master Plan. C. Leon County BOCC Workshop on September 26, 2017 regarding closure of landfill and report from Wood+Partners Inc. 	Parks Division, FSU, various community interests
4.	A. Meet with the Choose Tallahassee board and develop an understanding of their new marketing direction.B. Continue to meet with Choose Tallahassee executive committee and full board as scheduled.	Choose Tallahassee Board, Zimmerman Agency
5.	Work with community agencies to develop cost analysis for weatherization of the Capital City Amphitheater stage while considering options to advance sound mitigation.	Blueprint IA, City of Tallahassee
6.	Continue to communicate with FSU staff and Leon County Office of Financial Stewardship relating to Civic Center District development.	FSU, Financial Stewardship
7.	Monitor legislation with industry lobbyists while working with community partners to advance legislation in support of levying sixth cent.	FSU, FADMO, County Lobbyist, Hotel partners
8.	Launch of Trailahassee.com 2.0 and preliminary marketing public relation activities included	Parks Division, Zimmerman Agency,

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

targeted outreach to prominent outdoor media outlets.

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Tourism Economic Growth ¹	\$.90 billion	\$.92 billion	\$.93 billion	TBD	\$2.75 billion

Strategic Target: Attract 80 state, regional, or national championships across all sports.

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Championships Attracted ²	14	16	20	TBD	50

<u>Strategic Target</u>: Host 100,000 residents and visitors as part of the Amphitheater County Concert Series.

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Concert Series Attendance ³	5,789	5,414	15,000	TBD	26,203

Notes:

- 1. Staff anticipates year-round visitation will continue to increase through aggressive marketing, sales and promotional activities that are guided by research and focused toward targeted, high value audience segments.
- 2. Staff anticipates attracting additional championships to Leon County by capitalizing on past successes, relationships with prominent event organizers and national associations, and the strength of tremendous facilities like Apalachee Regional Park to assure future progression and growing national prominence for sports tourism.
- 3. Staff anticipates attracting more concert attendees by enhancing the County's growing reputation for live entertainment among travelers by offering high profile, quality performances at Capital City Amphitheater. Staff will work closer with the County's contractor to find high quality acts that will fill the Amphitheater rather than small frequent shows.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMDivision of TourismTourismTourism Development

GOAL

The goal of the Division of Tourism Development is to enhance the local economy and quality of life through the benefits associated with a strong visitor industry by maximizing the number of visitors, length of stay of visitors, and the economic impact of visitors to Leon County.

PROGRAM HIGHLIGHTS

- 1. In 2018, Leon County Tourism resulted in \$910 million in economic impact, nearly 2.4 million visitors from 44 states and 27 countries and 14,500 jobs. Leon County contributed to another record year for tourism in the state.
- Leon County supported nine signature events that collectively generated \$14.1 million in economic impact for the county. These events
 include Springtime Tallahassee, Market Days, Red Hills Horse Trials, Word of South, and a Doak After Dark concert at FSU. Four of
 those events, identified as "emerging" signature events, included the Florida State Invitational Tournament (Tottenham Hotspur Futbol
 Club), Florida Jazz and Blues Festival, LeMoyne Chain of Parks Art Festival, and Southern Shakespeare Festival.
- 3. Leon County Tourism awarded grants totaling \$565,000 to 101 local special, signature and sports events, all of which brought overnight visitors and direct spending throughout the Capital County.
- 4. Partnered with FSU to secure two NCAA cross country championship meets in FY19 at Apalachee Regional Park, including the FSU Invitational Cross Country Championship, the FSU Invitational Pre-State Meet and the NCAA South Region Championship.
- 5. Continued to support our seniors through programs and partnerships with Choose Tallahassee.
- 6. Identified solutions for weatherization and sound mitigation for the Capital City Amphitheater.
- Invested \$1.3 million in Tourist Development Taxes toward implementing the Apalachee Regional Park Master Plan in preparation for hosting the 2021 National Collegiate Athletics Association (NCAA) National Cross Country Championships, the first time the national championship will be held in Florida.

Strate	Strategic Plan Bold Goals and Five-Year Targets						
Reference	Measure	FY 2017	FY 2018	FY 2019			
Reference	ivieasure	Actual	Actual	Estimate			
BG1	Grow the five-year tourism economy to \$5 billion.1	\$.92 billion	\$.91 billion ²	\$.93 billion			
T1	Attract 80 state, regional, or national championships across all sports. ³	14	16 ⁴	20			
T4	Host 100,000 residents and visitors as part of the Amphitheater County Concert Series. ⁵	15,000	4,418 ⁶	15,000			

Notes:

- Staff anticipates year-round visitation will continue to increase through aggressive marketing, sales and promotional activities that are guided by research and focused toward targeted, high value audience segments.
- Leon County currently contracts with the research firm Downs & St. Germain for tourism research services, including determining the quarterly tourism economy. For FY 2018, the research firm has reported the total economic impact of tourism in Leon County at \$910,236.600.
- 3. Staff anticipates attracting additional championships to Leon County by capitalizing on past successes, relationships with prominent event organizers and national associations, and the strength of tremendous facilities like Apalachee Regional Park to assure future progression and growing national prominence for sports tourism. During FY 2018, Leon Count hosted 16 championship events.
- 4. Since the start of FY 2017, 30 championship sporting events have been held in Leon County, 38% of the County's five-year Target. These events include USA Track & Field (USATF) Junior Olympics Cross Country National Championship, Tallahassee Tennis Futures Pro Tournament, USA Softball 14U Southern Nationals, and the Florida State Soccer Invitational.
- 5. Staff anticipates attracting more concert attendees by enhancing the County's growing reputation for live entertainment among travelers by working closely with the County's contractor to find high quality less expensive national touring acts that will fill the Capital City Amphitheater more frequently. Since the start of FY 2017, the County has scheduled 7 concerts at the Amphitheater.
- 6. In FY 2018, the County hosted 2 concerts at the Amphitheater, The Tedeschi Trucks Band and Train. A third concert was planned Lynyrd Skynyrd but was canceled day of show due to a band member's health issue requiring hospitalization.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
EC4	1. Tourist Development Tax per penny ¹	\$1,156,660	\$1,115,000	1,199,917
EC4	Percent Change in Tourist Development Tax	10%	3%	4%
EC4	Number of total visitors to Leon County	2,358,833	2,460,000	2,368,988
EC4	4. Percent Change in number of total visitors to Leon County	2%	3%	0.4%
EC4	5. Total Direct Visitor Economic Impact (billions)	\$0.90	\$0.92	\$0.91
EC4	Percent Change in Direct Visitor Economic Impact	6%	3%	1.6%
EC4	7. Number of Direct Tourism Related Jobs	14,354	14,850	14,573
EC4	8. Percent Change in the number of Direct Tourism Related Jobs	5%	3%	1.5%
EC4	9. Hotel Occupancy ²	67%	68%	67%
EC4	10. Hotel Revenue (millions) ²	\$134	\$135	\$138
EC4	11. Percent Change in Hotel Revenue	8%	5%	2.4%

Notes:

- 1. Data provided by the Leon County Tax Collector.
- 2. Data provided by Smith Travel Research.

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PERFORMANCE MEASUREMENT ANALYSIS

- 1. FY 2018 shows consistency in the upward trend in local growth over the past nine years. Hotel revenue saw a slight increase as the economy has a positive effect on room rates.
- 2. Tourist Development Tax collections, increased by 4% continuing ten consecutive years of growth. The sustained positive development is due to increased and focused marketing and a local hospitality economy that continues to improve.
- 3-8. Visitors, economic impact and tourism related jobs all increased by between 0.4% and 1.6% in FY18. This is minimal increase comparative is due to fewer home football games, Hurricane Irma and a January/February legislative session, which historically demonstrates softer numbers than a March/April legislative session.
- 9-11. Hotel Occupancy was relatively flat with 3 new properties opened and revenue continues to see growth as demand and revenue increases. Future years may see a slight decline in occupancy as more proposed properties come on line.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 160-(301-304)-552, 160-888-573

	FINANCIAL ¹					STAFFING	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	\$946,889	\$850,940	\$949,169	Full Time	12.00	12.00	12.00
Operating	\$2,710,426	\$2,452,658	\$3,055,818	OPS	0.50	0.50	0.50
Transportation	\$1,438	\$1,790	\$1,209				
Grants & Aid	\$2,211,812	\$1,486,314	\$2,088,903				
TOTAL	\$5,870,565	\$4,791,702	\$6,095,099	TOTAL	12.50	12.50	12.50

Notes.

FY 2018 Adjusted Budget and FY 2019 Budget does not include the previous 1-Cent Tourist Development Tax, or \$5,109,853, now assigned to the Community Redevelopment Agency for distribution through a competitive grant process completed in July 2018.

Leon County Fiscal Year 2018 Annual Performance and Financial Report Office of Public Safety Business Plan Mission The mission of the Leon County Office of Public safety is to enrich, preserve and improve the lives of citizens and visitors to Leon County by: 1. Promoting safety through clinically superior and compassionate pre-hospital care and life safety education through the Division of Emergency Medical Services Division, and 2. Provide education, prevention, and enforcement programs and humane animal care and control services through the Division of Animal Control. **Quality of Life** Strategic 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. Governance G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public Ongoing Continue to evaluate emergency medical response strategies to improve medical outcomes October 1, 2017– september 30, 202 Initiatives and survival rates. (Q3) Ongoing Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies.(Q3, Q4) Implementing additional data sharing systems with TMH & CRMC and completing Actions **EMS** comprehensive medical protocol update. Implemented neighborhood sweeps to provide education and voucher disbursements of **Animal Control** low/no cost spay and neutering vouchers. Strategic Target: Train 8,500 citizens in CPR/AEDs. (T5) Five-Year Targets **Bold Goals and** FY 2017 FY 2018 FY 2019 FY 2020 - 2021 Total Citizens trained in 1,768 1,800 **TBD** 5,146 1,578 CPR/AED1

Notes:

1. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMPublic SafetyAnimal ControlAnimal Services

GOAL

The goal of the Division of Animal Control is to improve the well-being of citizens and animals through humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

PROGRAM HIGHLIGHTS

- Continued to improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies (Initiative #2016-33): Assisted the Capital Area Animal Network to provide for an open forum that brought together various animal welfare groups in the capital region.
- 2. Distributed 130 low-cost spay and neuter vouchers provided by community stakeholders in an effort to impact animal overpopulation.
- 3. Provided essential public safety services through animal bite investigations, aggressive animal intervention, education programs and through enforcement of the Animal Ordinance. Actively participated on Tallahassee-Leon Animal Service Center Advisory Committee. Continued to implement strategies that allow Animal Control Officers to return animals to their owners, eliminating the need to take animals to the shelter.
- 4. Provided community outreach and neighborhood sweeps in order to put residents in touch with local animal organizations to assist with animal related needs.
- 5. Animal control staff fielded over 7,400 phone calls resulting in over 2,200 service requests and over 4,600 Animal Control Officer activities.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q3,Q4	Field deployed staff to population ¹	1:19,599 ¹	1:15,000 to 18,000 ²

Benchmark Sources: Florida Animal Control Association (FACA)

- 1. Calculation based on unincorporated area population (97,996).
- 2. Florida Animal Control Association 2013 policy statement on recommended staffing.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q3,Q4	1. Maintain customer complaint rate at 5 per 1,000 calls received.	1.0	5.0	2.0
Q3,Q4	2. Number of citations issued.	133	150	113
Q3,Q4	3. Number of field service calls (bite and service calls including follow-ups).	3,347	3,500	4,624
Q3,Q4	4. Return 7% of lost pets to their owners annually (in the field).	3.2%	7%	2.7%
Q3,Q4	5. Reduce field impounds at the Animal Shelter by 3% annually.	1%	3%	14%

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The complaint rate increased slightly due to an increase in call volume; however, the number of complaints is still significantly below the FY18 estimate.
- 2. The Division has continued a practice that emphasizes education and assistance prior to formal enforcement which has contributed to a decrease in the number of citations estimated in FY18. Owner compliance has increased resulting in a 15% decrease in citations issued.
- 3. The increase in field service calls is attributed to the related follow-ups for citizen education and assistance.
- 4. The Division returned 2.7% of lost pets in the field. This is below both the FY17 actual and FY18 estimate and is directly related to the lack of owners utilizing microchips for their pets.
- 5. The FY18 actuals reflect an increase in the percentage of animals impounded which is directly related to the lack of owners utilizing microchips. The number of animals impounded in FY17 was 944 and in FY18 it was 1,103.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-201-562

	<u>FINANCIAL</u>						
	FY 2018	FY 2018	FY 2019				
	Adj. Budget	Actual	Budget				
Personnel	448,589	433,904	448,512				
Operating	968,125	823,477	905,055				
Transportation	59,588	45,562	54,134				
Capital Outlay	0	0	0				
Grants & Aid	71,250	71,250	71,250				
TOTAL	1,547,552	1,374,193	1,478,951				

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	7.00	7.00	7.00
TOTAL	7.00	7.00	7.00

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DEPARTMENTDIVISIONPROGRAMPublic SafetyEmergency Medical ServicesEmergency Medical Services

GOAL

The goal of Leon County Emergency Medical Service Division is to provide clinically superior, compassionate, cost effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.

PROGRAM HIGHLIGHTS

- Continued to evaluate emergency medical response strategies to improve medical outcomes and survival rate: Partnered with local hospitals and medical providers to improve heart attack outcomes and develop a system of care that exceeds national standards. These efforts were recognized by the American Heart Association, awarding the County the 2018 Mission Lifeline: EMS Gold Plus Achievement Award.
- 2. Operated a Tactical Medical Program to provide medical support to the Sheriff's Office Special Weapons and Tactics (SWAT) unit, allowing specially trained paramedics to reach victims of violent incidents faster, resulting in decreased mortality.
- 3. Provided low-cost Automated External Defibrillators (AEDs) to organizations and businesses throughout the County. Community AEDs improve survivability of sudden cardiac arrest.
- 4. For the eight consecutive year, EMS maintained accreditation from the Commission on Accreditation of Ambulance Services.
- 5. As Florida's first Dementia Caring Community, EMS continued to provide dementia sensitivity training to staff and support the Florida Department of Elder Affairs in public education (Initiative #2016-29).
- 6. Received the 2018 Dick Ferneau Career EMS Service of the Year award for contributions toward advancing EMS education, training, and innovations in pre-hospital care, protocol developments, and medical community involvement.
- In cooperation with community partners, successfully produced the 8th annual Press the Chest event held at the Donald L. Tucker Civic Center. This event trained over 400 citizens in CPR (cardio pulmonary resuscitation) and AED (automated external defibrillator) as one class.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q3	Q3 Percent of cardiac arrest patients that experience Return of Spontaneous Circulation (ROSC) upon arrival at the Emergency Room		18% ¹
Q3	Percent of requests for services that result in patient transport	68%	63% ²
Q3	EMS responses per 1,000 population	132.768 ⁴	76.786 ³

Benchmark source:

- 1. Florida EMSTARS Database, 2015
- Florida EMSTARS Database, 2015
- 3. International City/County Management Association FY15 Benchmark Data for Jurisdictions with 250,000-499,000 population
- 4. Due to the rate of increase in call volume outpacing the rate of increase in population, Leon County far exceeds the standard benchmark.

Strate	gic Plan Bold Goals and Five-Year Targets								
Reference	Measure	FY 2017	FY 2018	FY 2019					
Reference	ivicusui e	Actual	Actual	Estimate					
T11	Strategic Target: Train 8,500 citizens in CPR/AEDs between FY17-FY21 ¹	1,578	1,768 ²	1800					

Notes:

- 1. In order to train 8,500 citizens in CPR and AED use over the next five years, EMS will continue to partner with businesses, organizations, churches and schools to reach this goal. Additionally, EMS will host several larger events such as "Press the Chest" to reach out to the entire community.
- 2. EMS has held 38 trainings in FY 2018 during which 1,768 citizens have been trained in CPR/AEDs, 21% of the County's five-year Target. This includes the County's annual Press the Chest training event, which was held on June 8, 2018 and trained 400 Leon County citizens.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q3	Number of calls for service responded to.	41,181	42,928	43,256
Q3	2. Number of transports made.	28,392	29,292	29,884
Q3,Q4	3. Number of public education events conducted annually.	150	160	165
Q2,Q4	 Number of public access Automated External Defibrillator (AEDs) registered with the Division. 	858	905	915
Q3	5. Percent of trauma alert patients correctly identified by Paramedics annually.	99%	90%	97%
Q3	6. Percent of stroke alert patients correctly identified by Paramedics annually.	N/A	86%	99%
Q3	7. Percent of STEMI patients correctly identified by Paramedics annually.	94%	90%	98%
Q3	Percent of STEMI electrocardiogram (EKGs) transmitted to receiving hospital by Paramedics annually.	100%	90%	100%

FY 2018 Annual Performance and Financial Report

PERFORMANCE MEASUREMENT ANALYSIS

- 1. In FY 2018, the division experienced a 5.0% increase in the number of requests for service over last fiscal year. The total numbers of requests for service represents the busiest year on record for the division, breaking the previous year's mark.
- 2. Corresponding to the previous performance measure, actual transports to the hospital increased by 5.3%. The division continues to experience a high number of patients that request EMS assistance, but do not want to be transported to the hospital.
- 3. The division provided 165 public education and injury prevention programs to community groups in an effort to reduce the overall community health risk.
- 4. The number of AEDs in the community registered with the division stands at 915. Staff has distributed 30 additional AEDs in FY 2018 and is actively contacting those entities to encourage them to register their device.
- 5. Based on Leon County EMS criteria, Paramedics correctly identified 97% of trauma alert patients in FY 2018.
- 6. Based on Leon County EMS criteria, Paramedics correctly identified 99% of stoke alert patients in FY 2018.
- 7. Paramedics correctly identified 98% of myocardial infarction patients, resulting in faster in-hospital treatment times and corresponding improved mortality rates.
- 8. Paramedics again transmitted 100% of EKGs identified as a STEMI to the receiving hospital due to continuing emphasis on quality measure activities and evolving modifications to the technology used for the transmission.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 135-185-526

	FINANCIAL			<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget
Personnel	11,124,505	11,214,042	11,288,211	Full Time	128.20	128.20	128.20
Operating	5,222,640	5,172,696	5,343,572	OPS	1.00	1.00	1.00
Transportation	1,056,878	790,431	934,579				
Capital Outlay	38,000	30,063	38,000				
TOTAL	17,442,023	17,207,232	17,604,362	TOTAL	129.20	129.20	129.20

Leon County Fiscal Year 2018 Annual Performance and Financial Report Office of Library Services Business Plan Mission The mission of the Leon County Office of Library Services is to enrich the community by Inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning. **Quality of Life** Strategic Q2 - Provide relevant library offerings which promote literacy, life-long learning and social equity. Governance G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. Initiatives Strategic Explore opportunities to increase high speed internet access through a "mobile hot spot" Complete lending program. (Q2, G1) Actions Mobile Hotspot procedure have been developed; the devices were selected and put in **Library Services** service in July 2018. Strategic Target: Double the number of downloadable books at the library. (T9) **Bold Goals and Five-Year** FY 2017 FY 2018 FY 2019 FY 2020 through FY 2021 Total Downloadable E-books¹ 10,002² 11,771 12,375 TBD 12,375 Notes: 1. At the start of the Fiscal Year 2017, Leon County's libraries had 13,500 downloadable books in circulation. The numbers reported are a running total of the increase over the initial 13,500 downloaded books in circulation. To achieve the five-year goal of doubling the number of downloadable ebooks, the Library has calculated the number of downloadable books to

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taken off the platform as licenses expire.

purchase and add to the collection each month, at the same time, taking into consideration the number of books that are

2. The substantial increase in the number of downloadable ebooks is due to the addition of 10,002 ebooks, 74% of the County's five-year Target, when Leon County joined the Panhandle Library Access Network (PLAN), which allows regional libraries to

cooperatively purchase E-Books, E-Audio Books, E-Magazines, and other electronic products.

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DEPARTMENT DIVISION PROGRAM

Library Services Policy, Planning & Operations, Public Services,

Collection Services

GOAL

The goal of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for intellectual, creative and recreational pursuits, and enabling residents to live a life of learning.

PROGRAM HIGHLIGHTS

- 1. Increased high speed internet access through the establishment of a "mobile hotspot" library lending program.
- 2. Citizens made more than 910,000 visits to the main library and six branch libraries of the LeRoy Collins Leon County Public Library, and there were 662,000 hits on the Library website.
- 3. Library card-holders checked out 1.4 million books and other library materials, and downloaded 105,000 ebooks, audiobooks, graphic novels, magazines, games and art instruction videos from the library website.
- 4. Library online resources include 24/7 access to magazine articles, health information, newspapers, auto repair, consumer information and more, all published as subscription online information by well-known and reputable library and reference publishers.
- 5. 36,314 adults, teens and children attended 1,410 programs throughout the library system, and 4,113 meetings were held by a large variety of groups in the 10 library meeting rooms available for public use system wide.
- 6. Provided for 311,000 uses of free internet and Wi-Fi services.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q2	Cost Per Capita	\$22.66	13th of 31
Q2	Materials Expenditures Per Capita	\$2.16	16th of 31
Q2	Circulation Items Per Capita	4.94	13th out of 31
Q2	Square feet Per Capita (State Standard 0.6 sf) [FY12]	0.56	8th out of 31
Q2	FTE per 1,000 population [same as Brevard county]	0.36/1,000	4th out of 31
Q2	Internet terminals available per 1,000 population	1.23/1,000	5th out of 31*
Q2	Number of Individual Registered Users (% of total population) [FY12]	67%	5 th out of 31

Benchmark Source:

State Library of Florida, Annual Public Library Statistics and Ranking Tables 2016-2017 (most current vetted information) for libraries with service population 100,001-750,000.*Ranking Tables 2014-2017

	Strategic Plan Bold Goals and Five-Year Targets			
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate
Т9	Strategic Target: Double the number of downloadable books at the library ¹	10,002	11,771	12,375

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q2	1.	Number of total Library visits	970,268	950,000	911,058
Q2	2.	Number of items in Library collection	786,128	825,000	794,935
Q2	3.	Number of total material circulation	1,492,333	1,300,000	1,461,300
Q2	4.	Number of total number of computer uses	1,610,876	1,700,000	1,448,815
Q2	5.	Number of new volumes cataloged	42,972	40,000	35,653
Q2	6.	Number of Library programs held	1,159	900	1,410
Q2	7.	Number of Library programs attendance	30,311	30,000	36,314
Q2	8.	Track implementation of RDA (Resource Description and Access) and the number of entries that the library develops as the first record of a particular item for the shared international cataloging database	124	100	86
G1	9.	Daily average number by month of engaged Facebook users	81	80	87
G1	10.	Number of Facebook likes	5,510	5,500	5,998

FY 2018 Annual Performance and Financial Report

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Library visits declined 6%; however, downloadable checkouts, which do not require a visit to the library, increased 23%.
- 2. Total print and physical media volumes: 780,349; total e-items: 14,568. Total volumes: 794,935. This represents an overall increase over FY17. Systematic removal of old, out-of-date items and an adjustment in the book rental program reduced the number of print and non-print items. In addition, many magazines no longer publish in paper.
- 3. Materials circulation declined 2%; less than the 6% decline from the previous year. The Bold Goal of doubling the number of downloadable items has led to increased downloadable use, impacting total material circulation.
- 4. Total number of computer uses includes wifi use, public internet PC and laptop use, database use and website hits. The number of computer uses has declined 10% from FY17.
- 5. Number represents physical items cataloged. The number of physical items has seen a decrease due to the rise in downloadable items.
- 6. Program attendance and additional programs for summer reading, story time "Stay and Play" programs, LEGO Club and other programs increased over FY17 actuals and reflects library users' interest and demand.
- 7. See analysis for 6.
- 8. The Library acquired less entries recognized as first records than in FY17.
- 9. Daily average number of engaged Facebook users and Facebook likes each increased 9%, indicating growing engagement.
- 10. See analysis for 9.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-(240-242)-571

	<u>FINANCIAL</u>				<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget	_	Adopted	Actual	Budget	
Personnel	5,438,401	5,400,855	5,760,035	Full Time	101.70	101.70	101.70	
Operating	816,298	717,351	795,852	OPS	1.00	1.00	1.00	
Transportation	14,652	10,319	11,694					
Capital Outlay	627,005	654,391	632,505					
Grants-in-Aid	3,000	-	-					
TOTAL	6,899,356	6,782,916	7,200,086	TOTAL	102.70	102.70	102.70	

	Leon County Fiscal Year 2018 Annual Performance and Financial Report	
	Intervention & Detention Alternatives	
	Business Plan	
Mission Statement	The mission of the Leon County Office of Intervention and Detention Alternatives is to provide inform which support judicial custody release decisions, and provide alternatives to incarceration to person and offenders, which hold them accountable, improve their ability to live lawfully and productively enhance the overall administration of justice, and support community safety and well-being.	ns accused of crimes
	Governance	
Strategic Priorities	 Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifications. (G4) 	es the County's core
trat	Quality of Life	
O) IL	Support and promote access to basic health and welfare services to our community members relationships.	most in need. (Q4)
Strategic Initiatives October 1, 2017– September 30, 2021	1. Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (Q4)	Ongoing
Str. Init		
	1a. Continued participation in Data Driven Justice biweekly telephone conferences. (Q4)	Pretrial Release Probation
Actions	1b. Further staff development through training with community agencies to assist in identifying health and well-being needs of offenders to connect them with community resources. (Q4)	Pretrial Release, Probation, Drug and Alcohol Testing Division (DATD)
⋖	 Continued participation in problem-solving courts to provide intensive supervision and treatment as an alternative to incarceration. (Q4) 	Pretrial Release, Probation
	1d. Evaluation strategies to implement job readiness programs with community partners for pre and post-sentence offenders. (Q4)	Pretrial Release, Probation

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesCounty ProbationCounty Probation

GOAL

The goal of the Leon County Probation Division is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

PROGRAM HIGHLIGHTS

- 1. In partnership with the Department of Corrections and U.S. Probation, Intervention and Detention Alternatives staff hosted the second biannual Employment and Community Resource Fair to connect current and former offenders with local employers.
- 2. In cooperation with the Leon County Public Safety Coordinating Council, comprised of the State Attorney, Public Defender, Courts, Leon County Sheriff, Tallahassee Police and IDA implement initiatives that serve to manage the jail population and reduce recidivism.
- 3. Recovered more than \$45,400 from probationers for crime victims through court-ordered restitution.
- The County provided funding for the Bethel Ready 4 Work Tallahassee Re-Entry Program to provide comprehensive services that include employability training, transitional housing, job placement assistance and more, to offenders released from the Leon County Detention Facility.
- 5. IDA participated in the second Driver's License Clinic in conjunction with the 2nd Judicial Circuit criminal justice and state agencies. This event assisted citizens in regaining their driving privileges, thereby enhancing their ability for employment and reducing the risk of encounters with law enforcement and the criminal justice system.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
04	Annual average monthly hours allocated per Probation Officer/Pretrial Officer per month, per	1 21	2.22
Q4	case based upon offender risk factors and blended caseload	1.31	2.33

Benchmark Source: The American Probation and Parole Association (APPA), recommends that officers not exceed an average workload of 120 hours per month or 2.33 hours per case based on a blended caseload of low, medium and high risk cases. This APPA benchmark includes a number of tasks that Leon County either does not perform (i.e. home visits, drug testing and other administrative functions) or has automated these processes to improve efficiencies in case management. This produces a lower number of hours needed by Leon County Probation staff for caseload management.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	Average End of Month Caseload per hour, per Probation Officer	1.36	1.14	1.31
Q4	Utilize intervention strategies to minimize technical violations to no more than 20% of the total supervised.	21%	23%	23%
Q4	Schedule Work Program participants to defer Division of Operations labor costs by no less than \$175K annually (based upon minimum wage only).	\$193,169	\$218,007	\$170,430
Q4	 Monitor participants to ensure they complete no less than 70% of the court ordered Work Program days assigned. 	76%	76%	76%
Q4	Schedule Community Service participants to ensure the equivalent of no fewer than 20 FTEs available to non-profit agencies.	24	23	24

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Office of Intervention & Detention Alternatives (OIDA) continues to utilize automation to perform case management tasks below the APPA benchmark for monthly hours allocated per blended caseload. The division experienced a 4% decrease in the number of offenders assigned to post sentence supervision.
- 2. The Division experienced a 2% overall increase in technical violations due to an additional 10 violations or 5% increase among moderate to high risk offenders.
- The Division experienced a 14% decrease in the number of offenders assigned to work program days due to changes in the State
 Attorney's Office's Diversion Program where participants may elect the work program or community service thus resulting in a reduction in
 the number of days worked.
- 4. The percentage of participants completing assigned work program days remains consistent with FY 2017 Actuals and FY 2018 Estimates.
- 5. The level of participation in community service hours remained consistent with FY 2017.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-542-523

			FINANCIAL		
		FY 2018	FY 2018	FY 2019	
		Adj. Budget	Actual	Budget	
Personnel		1,120,705	1,074,250	1,197,487	
Operating		42,440	29,642	39,930	
	TOTAL	1,163,145	1,103,892	1,237,417	

		STAFFING	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	16.00	16.00	16.00
TOTAL	16.00	16.00	16.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesSupervised Pretrial ReleasePretrial Release

GOAL

The goal of the Supervised Pretrial Release Division (SPTR) is to hold defendants accountable, improve their ability to live lawfully and productively in the community, and enhance the overall administration of justice and support community safety and well-being.

PROGRAM HIGHLIGHTS

- 1. In partnership with the Department of Corrections and U.S. Probation, Intervention and Detention Alternatives staff hosted the second biannual Employment and Community Resource Fair to connect current and former offenders with local employers.
- In partnership with Court Administration, staff implemented the use of a risk assessment tool in Mental Health and Veterans Treatment Courts for the development of targeted case management plans to address the individual criminogenic needs of offenders in an effort to reduce recidivism.
- 3. Maintained an average monthly caseload of 1,580 County probationers and Supervised Pretrial Release defendants.
- 4. Performed more than 8,040 criminal history reviews and demographic assessments on new arrestees to assist the court in making release decisions.
- 5. IDA participated in court hearings held during the sixth annual Veterans Stand Down event by providing pretrial and probation services for homeless veterans.

BENCHMARKING

	Priorities	Benchmark Data	Leon County	Benchmark
	Q4	Average number of workload hours per Probation/Pretrial Officer, per case, per month	0.94	2.33
Q4	based upon defendant risk factors and blended caseloads	0.54	2.00	

Benchmark Source: The American Probation and Parole Association (APPA), recommends that officers not exceed an average workload of 120 hours per month or 2.33 hours per case based on a blended caseload of low, medium and high risk cases. This APPA benchmark includes a number of tasks that Leon County either does not perform (i.e. home visits, drug testing and other administrative functions) or has automated these processes to improve efficiencies in case management. This produces a lower number of hours needed by Leon County Pretrial staff for caseload management.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	1. Average End of Month number of hours per case, per Pretrial Officer	0.94	1.04	0.94
Q4	Utilize intervention strategies to minimize technical violations Order to Show Cause (OTSC) to no more than 10% of the total supervised	8%	9%	9%
Q4	3. Utilize intervention strategies to ensure no fewer than 80% of defendants supervised successfully complete pretrial	78%	77%	77%
Q4	Divert jail operating costs by no less than \$10 million by promoting and utilizing supervised pretrial alternatives	\$13.4	\$13.4	\$14.2

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Intervention and Detention Alternatives (OIDA) continues to utilize automation to perform case management tasks below the APPA benchmark for monthly hours allocated per blended caseload.
- 2. The Division experienced a 1% overall increase in technical violations due to an additional 45 violations or 30% increase among moderate to high risk offenders.
- 3. The Division experienced a nominal decrease in the number of defendants successfully completing pretrial supervision due to an increase in technical violations among moderate to high risk offenders.
- 4. As an alternative to incarceration, pretrial release of offenders diverted a total of \$14.2 in jail operating costs while enhancing victim and public safety during the judicial process.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-544-523

	<u>FINANCIAL</u>		
	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget
Personnel	875,638	891,783	915,949
Operating	310,951	224,524	313,602
TOTAL	1,186,589	1,116,307	1,229,551

		STAFFING	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	14.00	14.00	14.00
OPS	0.00	0.00	0.00
TOTAL	14.00	14.00	14.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMIntervention & Detention AlternativesDrug & Alcohol TestingDrug & Alcohol Testing

GOAL

The goal of the Leon County Drug and Alcohol Testing Division (DATD) is to assist county departments, the judicial system and other agencies in creating a safe and secure environment free from the adverse effects caused by abuse or misuse of alcohol and drugs.

PROGRAM HIGHLIGHTS

- 1. In partnership with the Department of Corrections and U.S. Probation, Intervention and Detention Alternatives staff hosted the second biannual Employment and Community Resource Fair to connect current and former offenders with local employers.
- 2. In cooperation with the Leon County Public Safety Coordinating Council, comprised of the State Attorney, Public Defender, Courts, Leon County Sheriff, Tallahassee Police and IDA implement initiatives that serve to manage the jail population and reduce recidivism.
- 3. Administered more than 14,863 alcohol tests and 11,704 drug tests for court-ordered County probationers and defendants released while awaiting trial.
- 4. Administered more than 26,549 court-ordered drug and alcohol tests, and collected more than \$190,000 for testing services.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	Number of alcohol tests administered annually to court ordered defendants	15,601	15,473	14,206
Q4	Number of urinalysis tests administered annually to court ordered defendants	11,475	11,700	11,873
Q4	3. Number of urinalysis collections performed annually for other agencies	464	471	540
Q4	Number of DOT alcohol tests administered annually	22	10	17
Q4	5. Fees collected for alcohol tests	\$88,863	\$100,175	\$92,303
Q4	Fees Collected for urinalysis tests	\$167,463	\$152,235	\$145,580

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Drug and Alcohol Testing Division (DATD) experienced a 16% decrease in the number of offender's court-ordered alcohol testing. The condition of alcohol testing is determined based on offense type and courts' discretion.
- 2. DATD experienced a 3% increase in the number of urinalysis tests administered due to the courts assigning offenders to more frequent testing while on supervision.
- 3. The number of urinalysis collections for other agencies increased by 16% from FY 2017. This is likely attributed to the number of court-ordered offenders from other jurisdictions utilizing DATD services.
- 4. The number of Department of Transportation (DOT) alcohol tests administered to Commercial Driver's License (CDL) operators decreased by 23% due to a reduction in the number of random tests required by Risk Management based on the 2018 DOT random testing rates. The chart outlines the annual minimum testing rates as 25% for random drug testing and 10% for random alcohol testing.
- 5. Revenues collected for alcohol tests, including Secure Continuous Remote Alcohol Monitor (SCRAM) user fees, increased by 4%.
- 6. Due to an increase in the court approved fee accruals, DATD experienced a 13% decrease in fees collected for urinalysis tests.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 111-599-523

		<u>FINANCIAL</u>		
		FY 2018	FY 2018	FY 2019
	_	Adj. Budget	Actual	Budget
Personnel		107,532	90,348	107,453
Operating		46,690	35,772	46,710
	TOTAL	154,222	126,120	154,163

		STAFFING	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
TOTAL	2.00	2.00	2.00

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Office of Human Services & Community Partnerships Business Plan

Mission tatemen

The mission of the Leon County Office of Human Services and Community Partnerships is to build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need, in partnership with our community.

ategic

Quality of Life

- Q4 Support and promote access to basic health and welfare services to our community members most in need.
- Q5 Support strong neighborhoods.
- Q7 Assist local veterans and their dependents with securing entitled benefits and advocating their interests.
- G1 Sustain a culture of transparency, accessibility, civility, and the highest standards of public service.
- G5 Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.

Strategic Initiatives October 1, 2017 – September 30, 2021

- 1. Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way's Complete decision to conduct a separate funds distribution process. (Q4, G1, G5))
- 2. Support the Joint County-City Affordable Housing Work Group's efforts to develop a holistic Complete plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (Q4, Q5)
- 3. Work with community partners to expand appreciation of local veterans including recognition Ongoing of National Pearl Harbor Remembrance Day. (Q7)
- 4. Continue County support of primary healthcare through participation in CareNet in order to Ongoing increase access to affordable healthcare for those in need. (Q4)

Actions

- 1. Work with the City of Tallahassee to draft a new Memorandum of Understanding for the allocation of CHSP funds.
- Human Services
- 2. Status Report on the Joint County-City Affordable Housing Work Group's recommendations.
- **Housing Services**
- 3. Hosted in partnership with the Honor Flight Tallahasseethe Honor Flight Reunion Dinner recognizing NationalPearl Harbor Rememberance Day.
- Veteran Services

4. Consideration of FY 2019 funding for the Carenet Program.

Primary Healthcare

Five-YearTargets and Bold Goals

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

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Veteran Affairs Benefits ¹	\$38,604,146	18,178,432	\$23,051,332	TBD	\$79,833,910

Notes:

1. Veteran benefits are reported annually. The numbers are based on the projected amount of Veterans Compensation & Pension as well as Medical Care Expenditure reported by the VA for Leon County and adjusted for the unique clients served by the Leon County Veterans Office. The final numbers will be provided by the VA in in the summer of 2019.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsVolunteer ServicesVolunteerLEON

GOAL

To empower citizens to answer local needs through volunteerism and community engagement.

PROGRAM HIGHLIGHTS

- 1. Leon County's Summer Youth Training Program continued to provide Leon County youth with valuable employment skills and exposure to citizenship and public service. This year, through a partnership with CareerSource Capital Region and their Dynamic Futures training program, participants had the opportunity to learn critical workplace employment skills.
- 2. Hosted 9/11 Day of Service to transform Deer Tree Hills Neighborhood to honor 9/11 and the spirit of community and togetherness by restoring and beautifying an area community.
- 3. Volunteer Services staff, volunteers, and interns participated in 40 community events.

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	1.	Number of citizen volunteers coordinated.	5,606	5,300	5,770
Q4	2.	Number of volunteer hours contributed by citizens	103,284	105,000	90,515
Q4	3.	Number of departments utilizing volunteers annually	15	15	15
Q4	4.	Dollar value of volunteer time.	\$2,521,012	\$2,500,000	\$2,234,815

PERFORMANCE MEASUREMENT ANALYSIS

- 1. 137 more volunteers participated in the Florida State University Big Event, in which university students were mobilized as volunteers at County libraries and parks, as well as the Salvation Army.
- 2. Decreases in the number of volunteer hours logged for Library Services and the Cooperative Extension, and no hurricane-related volunteer hours during the reporting period.
- 3. The number of departments using volunteers has remained constant with FY17, indicating continued need of volunteers in most County departments.
- 4. The decline in value was associated with fewer volunteers participating from the previous year due to no hurricane event in FY17. The Independent Sector Volunteer Hourly Rate is currently set at \$24.69. The value of volunteer time is based on the hourly earnings (approximated from yearly values) of all production and non-supervisory workers on private non-farm payrolls average (based on yearly earnings provided by the Bureau of Labor Statistics) for the national average. Independent Sector indexes this figure to determine state values.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-113-513

		<u>FINANCIAL</u>			
		FY 2018	FY 2018	FY 2019	
	_	Adj. Budget	Actual	Budget	
Personnel		176,454	175,703	183,981	
Operating		23,911	16,777	23,278	
	TOTAL	200,365	192,480	213,599	

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	2.00	2.00	2.00
OPS			
TOTAL	2.00	2.00	2.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsVeteran ServicesVeteran Services

GOAL

The goal of the Leon County Veteran Services Division is to assist Veterans and their dependents in securing all entitled benefits earned through honorable military service, and to advocate for Veterans' interests in the community.

PROGRAM HIGHLIGHTS

- 1. Partnered with Honor Flight Tallahassee, to host the Honor Flight Annual Reunion held on December 7, in recognition of National Pearl Harbor Remembrance Day.
- Helped veterans and their dependents with benefit claims and obtaining other benefits entitled to them through the U.S. Department of Veterans Affairs and other federal agencies.
- 3. Continued to fund and manage the Veteran Service Organization Grant Program, which provides funding to a service or project that assists Leon County veterans or active duty and reserve members.
- 4. Continued to fund and administer the Veterans Emergency Assistance Program, providing veterans in need with emergency financial support for rent, utilities, temporary shelter and transportation for medical treatment.
- Continued to host the annual Operation Thank You breakfast on Veterans Day in partnership with the American Legion.

Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate	
BG3	Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families.	\$38,604,146	\$18,178,432	\$23,051,332	

Notes:

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q7	1. Number of clients served.	7,386	7,000	6,249
Q7	2. Number of outreach events attended.	54	150	48
Q7	3. Number of clients served in the Veterans Resource Center.	261	250	180
Q7	4. Dollar amount of Military Grant used to assist service members.	\$0	\$5,000	\$600
Q7	Dollar amount of Veterans Emergency Assistance Program (VEAP) disbursed.	\$71,623	\$50,000	\$59,368
Q7	6. Number of Veterans Emergency Assistance Program (VEAP) requests.	258	300	160

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The significant decrease seen in clients served is due to a two main factors: 1.) A change in software has prevented the tracking of website visits; 2.) Applications for VEAP are no longer being completed in the office as the program is being fully administered by Emergency Care Help Organization (ECHO).
- 2. The decrease in outreach is because of a decline in our service requests from outside agencies. Local colleges and universities now have their own Veteran Resource Center staff with Veteran Resource Officers.
- The Resource Center is primarily utilized by college students. The decrease is due to colleges and universities relying on their own resource centers.
- 4. Only one National Guardman/Reservist applied for recall benefits this fiscal year.
- 5. The reduction in dollar amount of VEAP disbursed is due to the fact that a new entity is now administering the program (in FY 2017 Florida Veterans Foundation was disbursing funds). During this transition, ECHO was delayed in their operational start date for administrative reasons (contract processing, program funding, etc.) This transition delayed the public's awareness and eventual consummation of the program, which has now normalized.
- 6. The decrease in VEAP applications processed is due to the aforementioned transition to ECHO and the fact Florida Veteran Foundation is no longer providing emergency assistance from their own funds, nor processing Leon County's applications.

^{1.} These numbers were revised and released by the VA. This "actual" number will be released by the VA during the first half of 2019. The numbers shown are the estimated totals of the impact Leon County Veterans Services will have for each fiscal year based upon recent workload as a proportion of the total veteran population in Leon County. Utilizing a much more aggressive outreach effort will be a primary strategy to serve more customers and create a larger impact on the dollars VA spends in Leon County.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-390-553

	<u>FINANCIAL</u>			
	FY 2018	FY 2018 FY 2018		
	Adj. Budget	Actual	Budget	
Personnel	180,156	170,971	187,403	
Operating	20,171	10,245	19,710	
Grants-in-Aid	150,900	148,134	150,900	
TOTAL	351,227	329,351	358,013	

		STAFFING	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	3.00	3.00	3.00
OPS	0.00	0.00	0.00
TOTAL	3.00	3.00	3.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHousing ServicesHousing Services

GOAL

To promote safe, sanitary and affordable housing through homeowner education, home buyer and foreclosure prevention counseling and home rehabilitation in the unincorporated areas of Leon County.

PROGRAM HIGHLIGHTS

- 1. Continued to implement the Joint County-City Affordable Housing Work Group's recommendations to develop a holistic plan for the redevelopment of a multi-family affordable housing project and additional transitional housing opportunities.
- 2. Provide administration and marketing for the Leon County Housing Finance Authority First Mortgage and Down Payment Assistance Program that is administered and managed through the Escambia County Housing Finance Authority. Approximately 53 first-time homebuyers purchased their own home in Leon County as a result of the program supplying more than \$5.1 million dollars in first mortgage financing, which provided approximately \$400,000 in down payment assistance.
- Approximately 31 Leon County residents were assisted with severe housing repair needs (i.e. roof, HVAC, septic, plumbing, etc.) through the Emergency Housing Repair Program, funded through the Leon County Housing Finance Authority.
- 4. Leon County replaced seven low-income homes and rehabilitated 20 homes.

PERFORMANCE MEASUREMENTS

Priorities		Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q5	1.	Number of clients receiving Purchase Assistance.	65	60	53
Q5	2.	Number of clients receiving Foreclosure Prevention Assistance.	25	4	N/A
Q5	3.	Dollar amount of property value retained by foreclosure prevention (SHIP).	\$625,000	\$650,000	N/A
Q5	4.	Number of housing units receiving Home Replacement.	10	10	7
Q5	5.	Number of housing units receiving Home Rehabilitation.	34	40	20
Q5	6.	Number of clients receiving Emergency Housing Repair Assistance.	N/A	14	31
Q5	7.	Total funding received to support the Affordable Housing Program.	\$1,720,000	\$2,062,800	\$561,285
Q5	8.	Percent of SHIP funding used to assist persons with special needs.	N/A	20%	66%

Notes:

PERFORMANCE MEASUREMENT ANALYSIS

- The number of clients receiving Down Payment Assistance decreased from FY 2017 due to less consumers seeking Down Payment
 Assistance from participating lenders during the reporting period.
- 2. The Hardest Hit Fund Foreclosure Prevention Program was sunset on August 31, 2016 and although there is a Foreclosure Avoidance strategy included in the County's State Housing Initiative Partnership (SHIP) Local Assistance Plan, there were no applications submitted by residents for the strategy as the economy continues to improve.
- 3. See analysis Note #2 above.
- 4. The County's CDBG was exhausted mid-fiscal year which was a significant source of funding for Home Replacement.
- 5. The reduction in Home Rehabilitation is due to the bifurcation of Emergency Housing Repair Assistance as a separate performance measure (See #6). Previously, Emergency Housing Repair Assistance was included in home rehabilitation.
- 6. The increase of the actual versus the estimate reflects operational efficiencies adopted to provide assistance to a greater number of residents.
- 7. Represents only funding that the County received in FY 2018 including the SHIP annual allocation, SHIP recapture funding, and HFA funding. The Florida Legislature allocated less funds during the annual SHIP allocation process for FY18.
- 8. A significant amount of SHIP funding was used to replace the homes of persons with special needs.

All Down Payment Assistance was provided by the Housing Finance Authority of Escambia County. As authorized by the Leon County Board of County
Commissioners, the Housing Finance Authority of Escambia County has an interlocal agreement with the Housing Finance Authority of Leon County to
provide down payment assistance in the community.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-371-569

	<u> </u>	INANCIAL			
	FY 2018	FY 2018	FY 2019		FY 2018
	Adj. Budget	Actual	Budget		Adopted
Personnel	481,309	426,587	505,270	Full Time	6.00
Operating	107,828	124,905	50,691	OPS	
Transportation	2,613	1,828	3,142		
Capital Outlay	5,000	-	-		
TOTAL	596,750	553,320	575,876	TOTAL	6.00

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	6.00	6.00	6.00
OPS			
_			
TOTAL	6.00	6.00	6.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHealth and Human ServicesHuman Services

GOAL

To serve as a safety net to enhance the quality of life for residents by providing resources, access to social services, and short term financial assistance.

PROGRAM HIGHLIGHTS

- 1. Continued to support, fund and administer the Community Human Service Partnership (CHSP) in partnership with the City of Tallahassee by allocating \$1.2 million for human services programs and approving a Memorandum of Understanding with the City.
- 2. Leon County allocated a total of \$64,400 to fund the State mandated Indigent Burial Program and pay costs to transport deceased individuals to the Medical Examnier's Office.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	 Amount Reimbursed for Medicaid County Match and HCRA for hospital and nursing home services provided to citizens enrolled in Medicaid. 	\$2,785,973	\$2,750,000	\$3,231,134
Q4	2. Number of Resident admissions to the publicly funded Baker Act unit.	722	1,100	1,108
Q4	3. Number of Resident admissions to the publicly funded Marchman Act Unit.	414	500	586
Q4	 Number of Disposition services provided for indigent, unclaimed, or unidentified persons through the Indigent Burial Program. 	43	45	52
Q4	Number of Child Protection Exams Paid.	196	190	160
Q4	Number of families served by the Direct Emergency Assistance Program (DEAP).	298	50	5
Q4	7. Number of CHSP training sessions for applicant agencies.	10	10	10
Q4	Number of CHSP site visits conducted.	75	76	79

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The increase reflects the County's annual contribution of matching funds required by the State of Florida.
- Leon County provides funding to the Apalachee Center to provide mental health services for its residents. The Center reported a 53% increase in admissions for the Baker Act unit. This increase is due to the central receiving facility opening in July 2017 and becoming the local hub for Baker & Marchman Act admissions.
- 3. Leon County provides funding to the Apalachee Center to provide alcohol and substance abuse services for its residents. The Center reported a 42% increase in admissions for the Marchman Act unit. This increase is due to the central receiving facility opening in July 2017 and becoming the local hub for Baker & Marchman Act admissions.
- 4. The Indigent Program provided burials/cremation for 52 residents in coordination with the County's Public Works Department and a local funeral home. The increased number of applicants needing assistance and the change in eligibility requirements can be attributed to the increase in the number of cases in FY18
- 5. Leon County provided funding to the Children's Home Society of Florida to provide child protection medial examination for alleged abuse and neglected children. The number of exams varies, depending on cases from reports to the Florida Abuse Hotline or to law enforcement. The decrease reflects the number of referrals from the Department of Children and Families and law enforcement.
- 6. Due to a policy change of the Salvation Army, the County contracted with Capital Area Community Action Agency in May 2018 to administer the DEAP program for the remainder of the year. Progress was delayed due to County staff having to conduct trainings on eligibility screening protocol.
- 7. A total of 10 training sessions were conducted to accommodate CHSP volunteers in FY 2018.
- 8. The number of CHSP site visits is determined by the number of agency applications received and considered for CHSP funding.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-370-527,562,563,564,569

	<u>FINANCIAL</u>		
	FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget
Personnel	56,470	52,474	55,293
Operating	711,102	635,164	706,011
Grants-in-Aid	5,063,832	4,576,440	5,106,941
TOTAL	5,831,404	5,264,078	5,868,245

	STAFFING	
FY 2018	FY 2018	FY 2019
Adopted	Actual	Budget
1.00	1.00	1.00
0.00	0.00	0.00
1.00	1.00	1.00
	1.00 0.00	Adopted Actual 1.00 1.00 0.00 0.00

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FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMHuman Services & Community PartnershipsHealth and Human ServicesPrimary Healthcare

GOAL

The goal of the Primary Healthcare Program is to improve the health of citizens by providing quality and cost effective health services through collaborative community partnerships.

PROGRAM HIGHLIGHTS

- 1. Provided \$267,527 in Primary Healthcare Competitive Provider Reimbursement Pool funding as a local match for Low Income Pool funding allowing a return of \$549,155 in federal dollars for local safety net providers to cover the costs of uninsured patient care.
- 2. Leon County contributed \$1,323,768 to help fund more than 7,500 visits for primary care, dental care and mental health services for uninsured and low-income residents at Neighborhood Medical Center, Bond Community Health Center and Apalachee Center.
- 3. Leon County provided \$168,826 to the Capital Medical Society Foundation's We Care Network to Coordinate donated specialty medical care and dental care for uninsured and low-income residents valued at more than \$3 million.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q4	 Number of healthcare visits for Residents receiving primary healthcare through CareNet providers. 	9,131	11,000	11,492
Q4	Value of prescriptions filled by CareNet providers.	\$2,773,623	\$2,500,000	\$3,767,842
Q4	3. Value of specialty medical and dental care provided through We Care.	\$4,103,549	\$3,000,000	\$4,320,402
Q4	 Number of residents receiving specialty medical and dental care provided through We Care. 	1,673	1,200	893
Q4	Perform three (3) agency contract compliance reviews of patient visits annually.	N/A	3	3

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The number of healthcare visits for the CareNet Providers remains consistent with the County's annual contribution to the Competitive Provider Reimbursement Pool funding.
- 2. The Florida A&M University (FAMU) School of Pharmacy administers the CareNet prescription assistance program. Although there was a 4% increase in the number of prescriptions filled, FAMU reported that the total retail value of the prescriptions for the respective patients has seen an increase of 36%.
- 3. We Care reported a slight increase in the value of the donated specialty care received by Leon County residents. The value is reported by the specialty care providers and is determined by the actual retail value of the services provided to the patients.
- 4. We Care services are referral-based only and the agency reported a 53% decrease in Leon County resident referrals for specialty services. This increase is due to an increase in need-based referrals form Neighborhood Medical Center, Bond Community Health Center and Apalachee Center.
- 5. Desk audits and contract reviews throughout the year were performed to ensure contract compliance.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-971-562, 140-971-562

	FINANCIAL			
	FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget	
Personnel	73,146	73,812	77,258	
Operating	1,748,362	1,505,489	1,754,362	
Grants-in-Aid	200,000	200,000	-	
TOTAL	2,021,508	1,779,301	1,831,620	

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time OPS	1.00	1.00	1.00
01.0			
TOTAL	1.00	1.00	1.00

Office of Resource Stewardship **Business Plan**

The mission of the Leon County Office of Resource Stewardship is to provide leadership and coordination of services through the Office of Sustainability, the Cooperative Extension program, the Division of Facilities Management, Solid Waste, and the Division of Parks & Recreation, in order to identify opportunities for synergy and added efficiencies between each work group to effectively promote stewardship of the community's natural, societal, and economic resources.

Mission

Strategic Priorities

Economy

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

Environment

- Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)
- Promote orderly growth and sustainable practices. (EN3)
- Reduce our carbon footprint, realize energy efficiencies, & be a catalyst for renewable energy, including solar. (EN4)

Quality of Life

- Maintain and enhance our parks and recreational offerings and green spaces. (Q1)
- Provide essential public safety infrastructure and services. (Q3)
- Support strong neighborhoods. (Q5)
- Promote livability, health and sense of community by enhancing human scale development, and creating public spaces for people. (Q6)

Governance

- Sustain a culture of performance, and deliver effective, efficient service that exceed expectations and demonstrate value. (G2)
- Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's core practices. (G4)
- Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Strategic Initiatives October 1, 2017- December 31, 2021

Complete - Ongoing 1. Develop strategies to increase recycling and reuse rates (EN4) Ongoing 2. Convene the Leon County Sustainable Communities Summit on a bi-annual basis. (EN3)

Complete - Ongoing 3. Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (EN2)

Complete - Ongoing 4. Explore new opportunities for solar on County facilities. (EN4) Complete - Ongoing 5. Develop and implement a master plan for the Apalachee Regional Park. (Q1)

Complete-Ongoing 6. Develop a Program to establish a signature landscaping feature with regular blooming season.

Complete - Ongoing Evaluate additional trail expansion opportunities. (Q6) Complete - Ongoing Identify opportunities to create dog parks in the unincorporated area. (Q6)

Leon County Fiscal Year 2018 Annual Performance and Financial Report Office of Resource Stewardship Complete - Ongoing 10. Implement the Tallahassee-Leon County Greenways Master Plan. (Q1, Q6) 11. Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) Complete - Ongoing program and identify opportunities, including the Leon County Spring Home Expo, to train Strategic Initiatives October 1, 2017- December 31, 2021 industry professionals on sustainable building practices for participation in the PACE program. (EN4) 12. Work with Sustainable Tallahassee and community partners to evaluate developing a Complete community-wide climate action plan. (EN2, EN3, EN4) Complete 13. Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park 14. As part of the Sense of Place initiative for Miccosukee, evaluate the opportunity to combine Complete - Ongoing activities from the existing community center into the Old Concord School. (Q1, Q5, Q6) 15. Implement Apalachee Landfill closure process in an environmentally sensitive manner which Complete - Ongoing complements the master planning for the site. (EN3) **Facilities** 1. Conducting an updated waste composition study and developing outreach and education to Sustainability/ touch all unincorporated commercial properties which do not currently have a recycling Solid Waste account. Sustainability Host the 2019 Sustainable Communities Summit. Parks & Recreation Inventoried all existing kiosks and established priority for new kiosks, funding needs, and implementation sequence. Sustainability Conducted solar study to identify locations for potential solar improvements. **Facilities** Presented preliminary Master Plan to Board. Sustainability/ Solid Waste Facilities, Parks & Identified opportunity for Crap-apple tree planting at Pedrick Park. Planting anticipated to take 6. Recreation place during FY 2018. Parks & Recreation 7. Construction of trail head for Northeast Park in progress. Parks & Recreation Presented a status report to the Board identifying potential sites and opportunities for dog parks in the unincorporated area. Actions Facilities, Parks & 9. a. Established opportunity for routine shredding of sensitive documents in conjunction with Recreation, senior programming at community centers. Sustainability b. Explore the potential of hosting special workshops at each Community Center in conjunction with the Senior Outreach Program. c. Work with the Senior Outreach Program to include Fraud/Scam speakers at Lunch-n-Learns. Facilities, Parks & 10. a. Installed signage for Lake Jackson Blueway. Recreation. b. Create formal trail markings and mapping for Fred George Greenway and Northeast Park. Sustainability c. Create trail markings for Northeast Park. d. Design and Permit Phase II of the St. Marks Headwaters Greenway including four miles of Parks & Recreation, 11. Host public meetings to refine scope and award bid for St. Marks Headwaters Greenway **Facilities** Phase II. 12. Anticipated launch of Florida Resiliency & Energy District (FDFC) PACE (Property Assessed Sustainability. **Facilities** Clean Energy) program enabling FDFC to operate a PACE program. Parks & Recreation, 13. Enhancements to the Apalachee Regional Park cross county area including restrooms, **Facilities** operations facility, and other improvements. 14. Renovation of Old Concord School. Facilities

15. Bidded out Landfill Closure Construction Contract.

Facilities, Solid Waste

Leon County Fiscal Year 2018 Annual Performance and Financial Report

Office of Resource Stewardship

Strategic Target 5: Plant 15,000 trees including 1,000 in canopy roads. (T5)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Total Trees ¹	32	1,204	10,250	TBD	11,486

Strategic Target 7: 75% community recycling rate. (T7)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Recycling Rate ²	55%	66%	65%	TBD	66%

Strategic Target 8: Construct 30 miles of sidewalks, greenways, and trails. (T8)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Trail(s) miles ³	0	5	4	TBD	9

Strategic Target 12: Open 1,000 new acres of park land to the public. (T12)

	FY 2017	FY 2018	FY 2019	FY 2020 through FY 2021	Total
Acres of Park Land ⁴	0	204	426	TBD	630

Notes:

- 1. This number only reflects the trees planted by Parks and Recreation. The aggregate number of trees planted is reflected in the Reporting Results section of the 2017-2022 Strategic Plan. FY 2018 includes landscape plantings at the new St. Marks Headwaters Greenway Baum Road trailhead and the Arbor Day planting at Apalachee Regional Park. The significant increase of trees planted in FY 2019 compared to FY 2018 includes 9,750 trees anticipated to be planted at the J.R. Alford Greenway as part of its 30-acre reforestation effort (10-year Land Management Plan). Also included is a signature landscape feature at Pedrick Pond Park.
- 2. Leon County receives prior year's recycling numbers from DEP (Department of Environmental Protection) in April or May of the following year. As a result, the actual number for FY 2017 represents how the County performed in FY 2016 and the actual number for FY 2018 will represent how the County performed for FY 2017.
- FY 2017 reflects 1.45 miles of improvements/stabilization for the Miccosukee Greenway trail. FY 2018 reflects two miles
 of trails built at Northeast Park and three miles of from the opening of the St. Marks Headwaters Greenway. FY 2019
 reflects trails that will be constructed as part of St. Marks Headwaters Greenway Phase II.
- 4. The 2018 estimate is comprised of opening a portion of the St. Marks Headwaters Greenway (161 acres) and a portion of the NE Park (30 acres). The FY 2019 estimate is comprised of opening Phase II of the St, Marks Headwaters Greenway (426 acres).

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipOffice of SustainabilityOffice of Sustainability

GOAL

The goal of the Office of Sustainability is to initiate and maintain a commitment to sustainable practices through innovative leadership and cooperative partnerships within Leon County operations and our community.

PROGRAM HIGHLIGHTS

- 1. Expanded use of solar energy on County buildings, with solar panels planned for the Leon County Transfer Station, Northeast Branch Library, the Leon County Courthouse and at Apalachee Regional Park.
- 2. Developed strategies to increase the community recycling rate to 66%, almost double the national rate.
- 3. Launched a commercial and residential Property Assessed Clean Energy (PACE) program and identified opportunities to train industry professionals on sustainable building practices for participation in the PACE program.
- 4. Worked with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Statewide Goal
G1	Percent of waste tonnage recycled	66%	60%

Note: Statewide recycling goal: 40% by 12/31/12, 50% by 12/31/14, 60% by 12/31/16, 70% by 12/31/18 and 75% by 12/31/20

Strategic Plan Bold Goals and Five-Year Targets					
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate	
Т7	Strategic Target: 75% community recycling rate.1	55%	66%	65%	

Note:

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
EN4	Estimated energy savings from conservation projects.	\$1,003,562	\$1,200,000	\$1,357,211
EN4	County Schools Recycling tonnage.	77	85	74
EN4	County Curbside Recycling tonnage.	5,961	6,000	6,665
EN3	 Number of participating community-wide recycling & sustainability related events. 	9	7	9
EN3, Q1	Number of waste reduction/sustainability/recycling community education presentations/tours.	31	50	38
EN3, Q1	Number of citizens participating in sustainability & recycling educational presentations.	4,800	2,000	3,300
EN4	7. Number of educational publications written.	7	13	2

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Numbers taken from (Environmental, Social, and Governance) ESG's Energy Service Company Organization (ESCO) performance reports for Phases 1-3.
- The office works with schools on breaking down barriers to recycling, including donating indoor collection bins to schools, educating students, faculty, and key staff, and providing educational materials, in the anticipation these efforts will lead to higher tonnage numbers in FY 2019.
- 3. The program has worked to increase outreach and education for recycling. The increase in tonnage over FY 2017 and FY 2018 estimate indicates efforts have been successful.
- 4. Exceeded event participation goal this year by adding new events held within the community.
- 5. The office has been increasingly more selective about types of presentations given to various groups. With the creation of the recycling lesson plans, staff has pivoted from giving elementary school presentations and instead passed along the curriculum to teachers. As a result, educational presentations are anticipated to decrease in the upcoming year.
- 6. The decrease in numbers indicates individuals engaging in social media outlets versus attending "live" presentations.
- 7. At the beginning of FY 2018, the goal was to have the updated website up and running by the second quarter of the fiscal year. The website was to include short blog publications about various sustainability topics. The Office of Information Technology (OIT) will finalize the website and it should be up and running in 2019. This directly impacted the amount of educational publications written in FY 2018.

Percent of Waste Tonnage Recycled – (FY 2015 Actuals-54%; FY 2016 Actuals-55%; FY 2017 Actuals-66%). Leon County receives prior year's recycling numbers from DEP (Department of Environmental Protection) in April or May of the following year. As a result, the actual number for FY 2016 represents how the County performed in FY 2017.

FY 2018 Annual Performance and Financial Report

FINANCIAL AND STAFFING SUMMARY ACCOUNT NUMBER: 001-127-513

	<u>!</u>	FINANCIAL			<u>STAFFING</u>		
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
_	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	165,059	158,555	169,070	Full Time	2.50	2.50	2.50
Operating	189,144	133,080	142,710	OPS	1.00	1.00	1.00
Transportation	1,842	631	926				
Capital Outlay	-	-	-				
TOTAL	356,045	292,266	312,706	TOTAL	3.50	3.50	3.50

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipParks & RecreationParks & Recreation

GOAL

The goal of the division of Parks & Recreation Services is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting recreation, parks and open space. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and efficient services.

PROGRAM HIGHLIGHTS

- Completed the master plan for Apalachee Regional Park. Implementation of the plan is funded in stages and will include infrastructure improvements to the cross country course, new hiking and biking trails, observation platforms overlooking Lake Lafayette, a dog park, playground and disc golf courses.
- 2. Hosted events and provided information through the Senior Outreach Program focused on how to identify fraud/scams targeted toward seniors.
- 3. Identified and funded opportunities to create dog parks in the unincorporated area.
- 4. Opened Baum Road trailhead, Phase I of the St. Marks Headwaters Greenway, providing public access to 700+ acres of conservation and environmentally sensitive lands.
- 5. Conducted a trail assessment for the J. R. Alford Greenway that will result in improved signage and construction of shared-use single-track trails beginning in FY19 to provide for an improved user experience.
- 6. Installed new kiosks at St. Marks Headwaters Greenway, Miccosukee Greenway and Lake Henrietta to educate users and completed trail blazing at the Northeast Park to assist users with wayfinding.

Strategio	Strategic Plan Bold Goals and Five-Year Targets						
Reference	Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate			
T5	Strategic Target: Plant 15,000 trees between FY17-21 ¹ .	32	1,204	10,250			
Т8	Strategic Target: Construct 30 miles of sidewalks, greenways, and trails ² .	0	5	4			
T12	Strategic Target: Open 1,000 new acres of park land to the public ³ .	0	204	426			

Notes

- 1. This number only reflects trees planted by Parks and Recreation. Additional trees are planted by Public Works and the Blueprint Intergovernmental Agency. FY 2018 actuals includes landscape plantings at the new St. Marks Headwaters Greenway Baum Road trailhead and the Arbor Day planting at Apalachee Regional Park. The significant increase of trees anticipated for planting in FY 2019 compared to FY 2018 accounts for and includes 9,750 trees anticipated to be planted at the J.R. Alford Greenway as part of its 10-year Land Management Plan. Additional tree plantings are planned as a signature landscape feature at Pedrick Pond Park.
- FY 2018 reflects two miles of trails built at Northeast Park and three miles from the opening of the St. Marks Headwaters Greenway. FY 2019 reflects trails that will be constructed as part of St. Marks Headwaters Greenway – Phase II.
- 3. The FY 2018 actual is comprised of opening a portion of the St. Marks Headwaters Greenway (161 acres) and a portion of the NE Park (43 acres). The FY 2019 estimate is comprised of opening Phase II of the St. Marks Headwaters Greenway (426 acres).

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
Q1	Total Park Acres per 1,000 Population	13.52	9.9
Q1,G4,G5	Total Park Acres Maintained per FTE	132.66	46.1
Q1,G5	Total Operating Expenditures per Capita	\$9.83	\$33.98

Benchmark Sources: National Recreation and Park Association (NRPA) 2015 Field Report, a Parks and Recreation National Database Analysis. Benchmarks reflect the median of the data set for like-sized jurisdictions.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
Q1	Number of acres of invasive exotic plants removed from greenways/open spaces.	801	1,250	1,253
Q1,EN2,EC4	2. Number of greenway acres maintained. ¹	2,852	2,852	2,852
Q1	3. Number of youths participating in sport activities. ²	2,313	2,500	2,599
EC4	4. Host three economically significant events at the Apalachee Regional Park annually. ³	10	5	5

Notes

- This number reflects parcels that are solely considered Greenways and not a mix of Greenways and passive parklands.
- 2. The estimate reflects participation levels in football and baseball, including opportunities for flag football and a 13-16 year old Little League baseball division.
- 3. The estimate to retain a minimum of five economically significant events at Apalachee Regional Park is based on its continued national recognition and exposure to a wide variety of cross country runners and organizations.

FY 2018 Annual Performance and Financial Report

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The actuals for FY 2018 were as anticipated. Acres treated include 739 acres that were burned and 509 acres that were chemically treated. An additional 5 acres were treated along Faulk Dr. as a joint project with the Florida Department of Environmental Protection (FDEP) in efforts to provide protections to Lake Jackson.
- 2. The acres of Greenways maintained remains consistent. No new acres have been added.
- 3. League participation saw an increase from FY 2017 due to a growing popularity in Little League baseball compared with other more "contact-related" sports. (Spring baseball 1,059; Fall baseball 465; football, flag football, cheer, and dance 1,075).
- 4. FY 2018 actuals were as anticipated, and five economically significant events were held.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 140-436-572

		FINANCIAL					
	FY 2018	FY 2018	FY 2019				
	Adj. Budget	Actual	Budget				
Personnel	1,699,937	1,553,633	1,652,956				
Operating	953,351	949,399	960,224				
Transportation	203,772	177,672	194,798				
Capital Outlay	40,000	37,483	30,000				
Grants-in-Aid	179,000	179,000	179,000				
TOTAL	3,076,060	2,897,188	3,016,978				

		STAFFING	
	FY 2018	FY 2018	FY 2019
	Adopted	Actual	Budget
Full Time	30.00	30.00	30.00
OPS	-	-	-
TOTAL	30.00	30.00	30.00

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipFacilities ManagementGeneral Operations

GOAL

The goal of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, construction, and operating services; in order to provide clean, safe and fully-functional County facilities.

PROGRAM HIGHLIGHTS

- 1. Leon County provided access cards to five persons with disabilities and 23 veterans for the parking lot at the Main Library at no cost. Since May 2014, Leon County has provided parking access cards to 100 persons with disabilities and 169 veterans.
- 2. Executed a solar array installation at the Office of Resource Stewardship to promote sustainability initiatives and practices.
- 3. Collaborated with the John G. Riley Center/Museum on its annual Blended Lives Program to secure event space for over 2,500 patrons.
- 4. Maintained 84 buildings (approximately over 1 million square feet) and over 90 acres of grounds.
- Initiated the process to collocate the Office of Human Services & Community Partnerships with Cooperative Extension to create a onestop-shop for services.

BENCHMARKING

Priorities	Benchmark Data	Leon County	Benchmark
G5	Repair and Maintenance cost per Square Foot – In-house	\$2.08 sq. ft.	\$2.02 sq. ft.
G5	Repair and Maintenance cost per Square Foot – Contracted	.98 sq. ft.	.78 sq. ft.
G2,G5	M Internal Customers rating Facilities Management responding promptly to needs	95%	95% mean 96% median

Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) for Performance Management. Ratios are based on (RSF) rentable square ft.

PERFORMANCE MEASURES

Priorities		Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
Q2, EC2	1.	Dollar (\$) volume of capital projects managed in millions.	\$4.8	\$4.6	\$2.7
Q1, Q2	2.	Number of work orders opened.	14,133	15,600	12,848
Q1	3.	Percent of work orders opened for preventative maintenance.	67%	75%	69%
Q1, Q2	4.	Number of work orders opened for set-ups/take-down and special events/projects.	87	93	83
G2, G4	5.	Percent of field workforce converted to mobile technology.	50%	75%	98%
Q2, EC2	6.	Total square footage of County facilities maintained.	1,587,228	1,587,228	1,594,604

PERFORMANCE MEASUREMENT ANALYSIS

- The 2018 CIP reduction in actual expenditures is due to the realignment of capital projects from Facilities Management to Engineering during FY 2018.
- 2. This is a one-time decrease and numbers are anticipated to return to the normal range represented in FY 2017 actuals. The decrease in work orders is a result of technicians in the field utilizing electronic functionality in the opening of work orders.
- 3. The slight increase in preventive maintenance (PMs) is due to the re-aligning of building maintenance initiatives and priorities.
- 4. A small decrease in the number of set-ups is due to Divisions assuming responsibilities internally for small scale events and projects.
- 5. Increase is related to 98% of technicians using laptops/tablets to create and close work orders.
- 6. The FY 2018 footage increase includes additional building asset of Concord School 7,376 square feet.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 001-150-519, 001-410-529, 165-154-519, 166-155-519

	FINANCIAL				STAFFING		<u>1G</u>	
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019	
_	Adj. Budget	Actual	Budget		Adopted	Actual	Budget	
Personnel	2,536,848	2,529,971	2,668,848	Full Time	38.00	38.00	40.00	
Operating	6,677,793	6,158,966	6,907,623	OPS	0.00	0.00	0.00	
Transportation	95,415	86,078	104,771					
Capital Outlay	92,765	86,078	92,765					
TOTAL	9,402,821	8,846,596	9,774,007	TOTAL	38.00	38.00	40.00	

Note: Position increase is related to the realignment of an Administrative Associate IV position from Parks and Recreation to the Facilities Management division and an Operations Analyst position from the Solid Waste division resulting in an increase in Personnel (2.00).

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteRural Waste Service Centers

GOAL

The Rural Waste Service Centers serve as part of an integrated Solid Waste Management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

PROGRAM HIGHLIGHTS

- 1. In FY 2018, the Woodville and Miccosukee Attendant shelter was replaced with a more energy efficient shelter.
- 2. In an effort to reduce illegal dumping in the National and State Forests, held the annual Amnesty Days at the Rural Waste Service Centers and collected over 36,000 pounds of materials. On these days, citizens brought waste free of charge.
- 3. In support of Hurricane Irma recovery, service centers remained open, free and for extended hours post-storm.

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual
G1	Number of random load inspections per site per month.	10	10	10
G2	2. Annual customer satisfaction survey score (1=very poor, 5=excellent).	4.92	4.99	4.95
G5	Number of chargeable accidents for roll-off truck drivers.	0	0	0
G5	Number of traffic violations for roll-off truck drivers.	0	0	0
G2	5. Average customer turn-around time from gate to gate (minutes).	8 minutes	8 minutes	8 minutes
G2	6. Average truck turn-around time from gate to gate (minutes).	90 minutes	90 minutes	90 minutes
EN1	7. Tons of rural waste collected.	2,000	2,500	2,021

Notes:

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Ten random load inspections per site are completed per month by the supervisor.
- 2. Rural Waste continues to receive top scores on the annual customer survey are slightly below the target pf 4.99. The Division continues to strive to provide quality customer service to our citizens.
- 3. Rural Waste met the goal of zero chargeable accidents this year and continues to maintain the highest standards in driver safety.
- 4. Rural Waste drivers met the goal of zero traffic violations in FY 2018.
- 5. Rural Waste customers average turnaround time of 8 minutes was met throughout FY 2018.
- 6. Rural Waste drivers continue to maintain a ninety-minute turn-around time, matching the previous year's average and the estimate for FY 2018. Ninety minutes is estimated to be the optimal turn-around time with the ongoing road construction on Capital Circle Southwest. However, construction is close to completion and turnaround times should improve.
- 7. The increase in Rural Waste tons collected is likely due to rural customers choosing to use the rural waste centers rather than contracting with Waste Pro for collection services for FY 2018.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-437-534

	FY 2018	FY 2018	FY 2019	
	Adj. Budget	Actual	Budget	
Personnel	420,956	439,303	420,355	Full Time
Operating	147,458	93,017	147,549	OPS
Transportation	107,799	92,192	92,013	
Capital Outlay	-	-	-	
TOTAL	676,213	624,513	659,917	TOTAL

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	8.40	8.40	8.40
OPS	1.00	1.00	1.00
TOTAL	9.40	9.40	9.40

FY 2018 Annual Performance and Financial Report

DEPARTMENT	DIVISION	PROGRAM
Resource Stewardship	Solid Waste	SWM Facility

GOAL

The Solid Waste Management (SWM) Facility is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship. The goals of the Facility are to comply with the Florida Department of Environmental Protection Operating Permit and to ensure that existing solid waste is properly contained by maintaining the surfaces of the inactive cells to reduce erosion and landfill gas emissions.

PROGRAM HIGHLIGHTS

- 1. For the past twelve years, Solid Waste has partnered with the Forest Edge neighborhood to remove trash and debris from the National Forest. In the past year, 35 tons of trash was collected and properly disposed of, culminating in over 180 tons collected since the beginning of the partnership.
- 2. In an effort to reduce illegal dumping in National and State Forests, the Solid Waste Division and the Office of Sustainability hosted Amnesty Day at the Rural Waste Service Centers and collected over 36,000 pounds of materials from residents free of charge.
- 3. Provided citizens with over 23,000 tons of fine and course mulch and continued to provide higher quality mulch for use at all County Facilities.
- 4. Initiation of the \$15 million closure of the landfill at Apalachee Regional Park with formal closure targeted for completion by May 2020.
- 5. Completed closure of both Class 3 cells with "in-house" Solid Waste Staff and completed final closure of the Class 1 cell at a cost avoidance of \$176,000.

Benchmarking

Priorities	Benchmark Data	Leon County	Benchmark ¹
G1	Tipping Fee (Yard Debris)	\$42.92/ton	\$39/ton

Note:

PERFORMANCE MEASURES

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
G1	 Percent of Florida Department of Environmental quarterly inspections found in compliance. 	100%	100%	100%
G4	 Percent of employees satisfying Florida Department of Environmental Certification requirements. 	100%	100%	100%
EN4	3. Tons of tire waste processed.	302	240	338
EN4	4. Tons of wood waste processed.	29,209	10,000	11,445

PERFORMANCE MEASUREMENT ANALYSIS

- 1. All four Quarterly Inspections completed by the Florida Department of Environmental Protection Agency found the Solid Waste Facility to be in full compliance with our Operating Permit.
- 2. All employees are current with their Solid Waste requirements given by the University of Florida TREEO (Training, Research and Education for Environmental Occupations) Center.
- 3. Processed tire tonnages increased slightly due to forestry clean up days and educating the public on proper disposal. All tires are weighted out using our weigh system at Scale House.
- 4. The total of processed wood waste is around the estimated tonnage projected for FY18. Actual tons of wood waste is recorded through the weigh system at the scale house. The FY 2018 decrease over FY 2017 is related to no major storm event debris being collected during the recording period.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-442-534

	FINANCIAL			<u>STAFFING</u>			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018	FY 2019
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget
Personnel	181,488	154,325	165,330	Full Time	2.55	2.55	2.15
Operating	399,246	172,422	310,713	OPS	-	-	-
Transportation	60,585	60,335	79,241				
TOTAL	641,319	387,082	555,284	TOTAL	2.55	2.55	2.15

Note: Position reduction of (.35) is related to realignment of the Financial Compliance Manager to an Operations Analyst position in Facilities Management.

[.] Includes average yard debris tipping fees for eight Florida counties with operations similar to Leon County.

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteTransfer Station

GOAL

The Transfer Station is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

PROGRAM HIGHLIGHTS

- Processed over 214,565 tons of solid waste through the Transfer Facility and transferred 8,163 Pritchett 53' long haul trailers to Springhill landfill
- 2. In FY 2018 operated the Facility in an odor-free manner without any complaints from citizens or nearby businesses.
- 3. Transfer Station employees removed approximately 33.7 tons of waste tires from the household waste stream, resulting in an annual savings of \$31,000.
- 4. The Transfer Station was in compliance in all Department of Environmental Protection (DEP) site visits including the storage tanks inspections.

BENCHMARKING

Priorities	Benchmark Data	Leon County	State Average
G1	Tipping Fee	\$38.80 ¹	\$54.67 ²

Note:

- 1. Effective October 1, 2018, the fee will be \$38.80. The increase from \$37.80 is due to annual adjustments in the fuel service charge.
- 2. Average State of Florida Tipping Fee [Source: Environmental Research & Education Foundation (EREF)]

PERFORMANCE MEASURES

Priorities Performance Measures		FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
G2	Percent of operating days with waste left on the floor overnight.	0%	0%	0.55%
G2	Average loading time for transport trailers (minutes).	12	12	12
G4	3. Percent of employees satisfying FDEP certification requirements.	100%	100%	100%
G1	5. Percent of FDEP quarterly inspections found in compliance.	100%	100%	100%
EN1	5. Average net outbound load weight (tons).1	26.20	26.50	25.60
EN1	6. Tons of Class I waste processed.	208,731	190,000	217,395

Note:

PERFORMANCE MEASUREMENT ANALYSIS

- 1. Due to delay at the Springhill Landfill, the Transfer Station was not able to remove all waste from tipping floor twice during FY 2018.
- 2. Solid Waste Operators continue to load the long haul trailer within twelve minutes.
- 3. All staff at Transfer Station is fully certified as required by FDEP.
- 4. Transfer Station has maintained all of FDEP operating permit requirements and passed all inspections.
- 5. Due to the amount of mix loads coming in to the Transfer Station, the average has decreased slightly from FY 2017.
- 6. The actual FY18 tonnage increased 4% over the FY 2017 actuals and the FY 2018 estimate.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-441-534

		FINANCIAL		,		STAFFING			
	FY 2018	FY 2018	FY 2019		FY 2018	FY 2018*	FY 2019		
	Adj. Budget	Actual	Budget		Adopted	Actual	Budget		
Personnel	756,562	731,794	720,570	Full Time	12.65	12.65	12.05		
Operating	6,258,210	5,942,746	6,284,977	OPS	-	-	-		
Transportation	164,783	209,854	73,782						
TOTAL	7,179,555	6,884,394	7,079,329	TOTAL	12.65	12.65	12.05		

Note: Position reduction of (.60) during FY 2018, is the result of a realignment of the Financial Compliance Manager to an Operations Analyst position in the Facilities Management division.

^{1.} Average State of Florida Tipping Fee [Source: Environmental Research & Education Foundation – (EREF)]

FY 2018 Annual Performance and Financial Report

DEPARTMENTDIVISIONPROGRAMResource StewardshipSolid WasteHazardous Waste

GOAL

The goal of the Hazardous Waste Management Program is to ensure that hazardous waste materials are properly managed and legally disposed in an environmentally sound manner.

PROGRAM HIGHLIGHTS

- 1. Processed 416 tons of potentially hazardous material from 15,098 residents, of which 247 tons were removed from the solid waste stream through recycling or reuse.
- 2. Hazardous material continued to be collected from four Rural Waste Collection Centers, the Household Hazardous Waste Collection Facility and through nine weekend collection events held throughout the year at the Public Works facility.
- 3. The Reuse Center continued to promote the repurposing of household products. The program receives usable household products, such as paint, pool chemicals and polishes, all of which are made available to the public at no charge.
- 4. Leon County's Hazardous Waste Center continued to be a one-stop location for hazardous waste and electronics disposal promoting the reuse and recycling of these products. Success of monthly collection events resulted in multiple record breaking events both in terms of participation and volume of materials.
- 5. Sixty eight tons of household products were returned to the community through the Reuse Center, and 4,820 gallons of re-blended latex paint were made available to citizens through the ReNew Paint program.

PERFORMANCE MEASUREMENTS

Priorities	Performance Measures	FY 2017 Actuals	FY 2018 Estimate	FY 2018 Actual
EN1	 Number of residents using household hazardous waste disposal service. 	16,253	15,000	17,375
EN1	 Number of conditionally exempt agencies and small businesses household hazardous waste disposal services provided to. 	252	200	251
EN1	Number of participants at off-site household hazardous waste collection events.	3,506	3,500	3,851
EN1	4. Number of tons of potentially hazardous material processed.	416	425	437
EN1	Number of tons of potentially hazardous material reused or recycled.	247	250	235
EN1	6. Number of tons of electronics waste processed.	394	325	348

Note:

- 1. The increase in the number of residents is a result of more participation in areas such as e-scrap and better tracking to more accurately capture total visits.
- 2. Due to the increase in participants at off-site household hazardous waste collection events FY18 estimate has been adjusted.

PERFORMANCE MEASUREMENT ANALYSIS

- 1. The increase reflects the coordinated media campaign with CMR (Community Media Relations) has helped to increase participation.
- The amount of VSQG (very small quantity generator) activity remains steady and is expected to increase as outreach via the County's CMR division continues in FY 2019.
- 3. Event activity has continued to increase with familiarity of the regular schedule and increased outreach.
- The increase in collected materials is due to coordinated media campaigns with CMR to alert citizens of household hazardous waste collection events.
- 5. Overall decrease from FY 2017 is due to the lower quantity of reusable paint received.
- 6. The decrease in the number of tons of electronics waste processed is attributed to fewer, less heavy CRT televisions (Cathode Ray Television) processed compared to lighter flat screen televisions.

FINANCIAL AND STAFFING SUMMARY

ACCOUNT NUMBER: 401-443-534

	FINANCIAL					
	FY 2018	FY 2018	FY 2019			
_	Adj. Budget	Actual	Budget			
Personnel	279,887	292,948	288,773			
Operating	401,278	389,211	398,612			
Transportation	8,051	7,057	9,322			
Capital Outlay	-	-	-			
TOTAL	689,216	689,216	696,707			

		<u>STAFFING</u>	
	FY 2018	FY 2018	FY 2019
_	Adopted	Actual	Budget
Full Time	3.25	3.25	3.25
OPS	1.00	1.00	1.00
_			
TOTAL	4.25	4.25	4.25

Fiscal Year 2018 Annual Performance and Financial Report

MAJOR REVENUE SUMMARY

Total FY18 budgeted revenues shown below represents approximately 83% of all FY18 budgeted County revenues. (1)

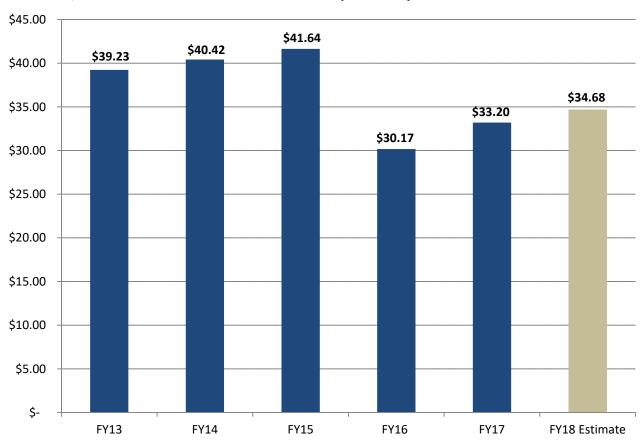
Revenue Source	ı	Y17 Actual	F	Y18 Budget	F	-Y18 Actual	FY17 Actuals vs. FY18 Actuals	FY18 Budget vs. FY18 Actuals
Ad Valorem Taxes (2)		119,068,016		123,186,487		125,015,543	5.0%	1.5%
Stormwater Fees (3)		3,361,940		3,323,319		3,357,445	-0.1%	1.0%
State Revenue Sharing (4)		5,538,479		5,591,249		5,787,966	4.5%	3.5%
Local 1/2 Cent Sales Tax (4)		12,414,836		12,463,050		12,855,444	3.5%	3.1%
Local Option Sales Tax (4)		4,286,089		4,382,350		4,435,484	3.5%	1.2%
Communication Ser. Tax (5)		3,330,698		3,292,265		3,076,592	-7.6%	-6.6%
Public Service Tax (6)		8,344,130		8,588,597		8,475,152	1.6%	-1.3%
State Shared Gas Tax (7)		4,248,624		4,197,765		4,288,961	0.9%	2.2%
Local Option Gas Tax (7)		8,206,950		8,164,300		8,250,062	0.5%	1.1%
Local Option Tourist Tax (8)		5,603,779		5,277,251		5,824,022	3.9%	10.4%
Solid Waste Fees (9)		10,107,409		8,566,477		9,220,032	-8.8%	7.6%
Building Permits Fees (10)		2,236,730		2,093,091		1,827,095	-18.3%	-12.7%
Environmental Permit Fees (11)		1,042,661		1,462,576		1,450,366	39.1%	-0.8%
Ambulance Fees (12)		10,436,145		10,051,903		10,380,289	-0.5%	3.3%
Probation and Pre-Trial Fees (13)		772,978		826,135		733,503	-5.1%	-11.2%
Court Facilities Fees (14)		811,301		789,347		687,922	-15.2%	-12.8%
Fire Services Fee (15)		7,813,626		7,520,312		7,757,581	-0.7%	3.2%
Interest Income - GF/FF (16)		577,984		1,162,990		1,069,577	85.1%	-8.0%
Interest Income - Other (16)		1,319,553		904,330		1,594,958	20.9%	76.4%
TOTAL:	\$	209,521,929	\$	211,843,794	\$	216,087,996	3.1%	2.0%

Notes:

- (1) The percentage is based on all County revenues net of transfers and appropriated fund balance.
- (2) Ad Valorem revenue is generated from property taxes. The revenue increase indicates that while the millage rate has remained level at 8.3144, a rise in property value is generating increased collections.
- (3) The slight decrease in FY18 actuals compared to the previous year is partly attributed to refunds disbursed for on-site stormwater facilty credit adjustments made during FY 18.
- (4) The 1/2 Cent Sales Tax and State Revenue Sharing are both State shared revenues supported by state and local sales tax collections. Overall, local sales tax transactions have increased in FY18, indicating healthy consumer spending in the economy.
- (5) Statewide, the Communication Service Tax has been in decline the past five years due to a gradual decline in cable and landline subscribers, with more emphasis on streaming entertainment and social media platforms. The current fiscal year shows the declining affect on Leon County revenues. In addition, starting in March 2018, Leon County started paying back a monthly adjustment of \$9,159 over a three year period due to an overpayment of local taxes by the state. This will reduce annual payments by \$109,913.
- (6) Moderate pricing and consumption in electric, natural gas, and water utilities reflect a small increase from FY17, and actuals under the budgeted forecast.
- (7) This is a consumption based tax, and more fuel efficient cars and changes in driving habits have slowed growth in this revenue source, but slightly exceed budget expectations.
- (8) Increase in the Local Option Tourist Tax is due to an increase in the availability of rooms resulting from more hotels built in the area. In addition, there has been an increase in local events and higher consumer economic activity causing visitors to stay in hotels overnight.
- (9) Solid waste fees includes the Non ad valorem assessments paid on the property tax bill, the transfer station tipping fees, and other solid waste fees such as the rural waste center or hazardous materials. FY18 revenue reflects an 8.8% decrease from the FY17 actuals due to a decline in tonnage from FY 17. FY17 tonnage included impacts from Hurricane Irma.
- (10) Subsequent to an initial spike in the construction market, new construction and commercial permitting has leveled off to more normal pre-recession levels resulting in a decrease in revenue collected for FY18.
- (11) As economic conditions continue to improve for new developments, development approval and environmental permit revenue is increasing.
- (12) On April 24, 2018, the Board approved a 24% fee reduction in ambulance transportation fees, effective June 1, 2018 which caused revenues to decline from FY17 and also impacted FY18 collections.
- (13) The decrease in revenue for the Probation/Pre-Trial program is primarily attributed to a continued decline in probation and pre-trial caseloads associated with early termination of sentences, and the continued issuance of court ordered fee waivers, as well as adjudications withheld.
- (14) Court Facilities fees have decreased due to a continued decline in the issuance of traffic citations.
- (15) The fire services fee was implemented in FY10. Revenues shown reflect collections by the City of Tallahassee and non ad valorem assessments placed on the County tax bill. Fees collected in FY18 were slightly less than FY17.
- (16) The Federal Reserve has continued to steadily increase interest rates, directly influencing interest earnings on County funds. Other interest income is slightly higher compared to FY17 actuals and is 76.4% higher than the forecasted projection for FY18. GF/FF actuals are 85.1% higher than FY17 actuals although the amount falls short of the forecast by 8%.

GENERAL FUND/FINE AND FORFEITURE – FUND BALANCE

General/Fine and Forfeiture Fund Balance (Millions)



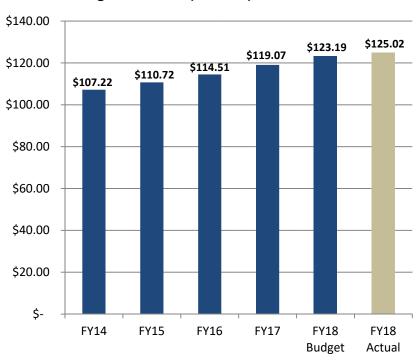
General/Fine and Forfeiture Fund Balance:

Fund Balance is maintained for cash flow purposes, as an emergency reserve and a reserve for one-time capital improvement needs. In addition, the amount of fund balance is used by rating agencies in determining the bond rating for local governments. The Leon County Reserves Policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. The decrease from FY15 - FY16 is due to the midyear appropriation of \$9.6 million to fund one-time capital projects. The unaudited year ending fund balance estimate for FY18 is \$34.68 million. The FY18 fund balance estimate is reflective of the General/Fine and Forfeiture Fund Balance fund sweep of \$2.75 million in FY 2018 to support the five-year Capital Improvement Plan, offset by an increase in ad valorem and interest revenue. This fund balance reflects 23% of FY19 operating expenditures.

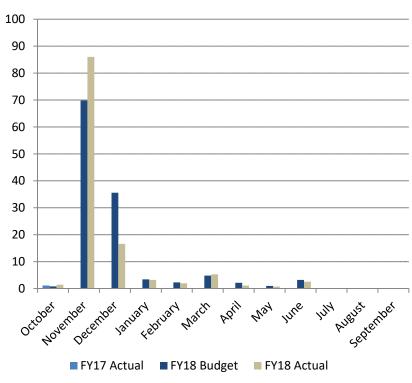
As part of the carryforward process, \$13.0 million of the emergency reserve portion of this fund balance was removal related to Hurricane Michael, while still maintaining the required 10% balance to support cash flow. The County will seek reimbursement of 87.5% of the \$13.0 million through the FEMA Public Assistance grant program.

AD VALOREM TAXES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Millions)



Background:

Ad Valorem Taxes are derived from all nonexempt real and personal properties located within Leon County. The non-voted countywide millage rate is constitutionally capped at 10 mills (Article VII, Section 9(a) and (b)).

The amounts shown are the combined General Fund and Fine and Forfeiture Fund levies.

Trend:

In January 2008 a constitutional amendment was passed that established restrictions on property valuations, such as an additional \$25,000 homestead exemption and Save Our Homes tax portability. These restrictions limit the future growth in ad valorem taxes.

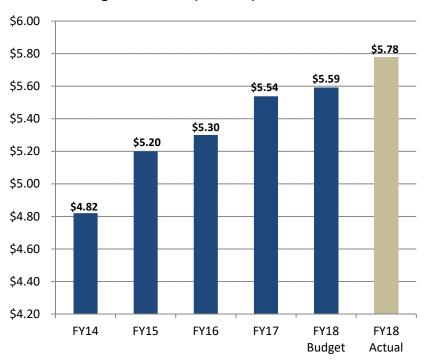
During the 2017 legislative session, the legislature approved a joint resolution that placed a constitutional amendment on the 2018 general election ballot to provide an additional \$25,000 homestead exemption for all ad valorem taxes except those levied by school districts. This constitutional amendment did not pass at the November 6th general election. As a result, the maximum exemption remains at \$50,000. Leon County will not see a \$7.2 million loss in property taxes with the loss in \$1.0 billion in taxable value next fiscal year.

Due to an increase in property values, with the millage rate remaining 8.3144, the actual Ad Valorem Taxes collected were 1.5% higher than budgeted and 5.0% higher than FY17. As depicted in the monthly graph, due to the early payment discount, most property taxes are paid in the first quarter of the year.

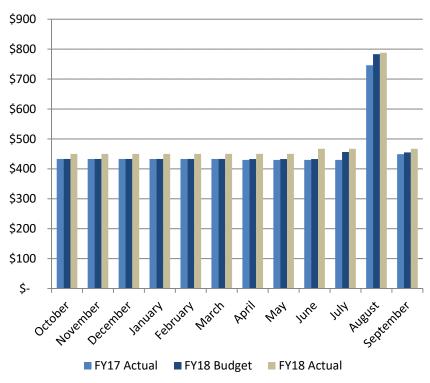
FY17 Actual: \$119,068,016 FY18 Budget: \$123,186,487 FY18 Actual: \$125,015,543

STATE REVENUE SHARINGS TAX

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The Florida Revenue Sharing Act of 1972 was an attempt by the Legislature to ensure a minimum level of parity across units of local government when distributing statewide revenue. Currently, the Revenue Sharing Trust Fund for Counties receives 2.9% of the net cigarette tax collections and 2.25% of sales and use tax collections. On July 1, 2004, the distribution formula reduced the County's share to 2.044% or a net reduction of approximately 10%. The sales and use tax collections provide approximately 96% of the total revenue shared with counties, with the cigarette tax collections making up the small remaining portion. These funds are collected and distributed on a monthly basis by the Florida Department of Revenue.

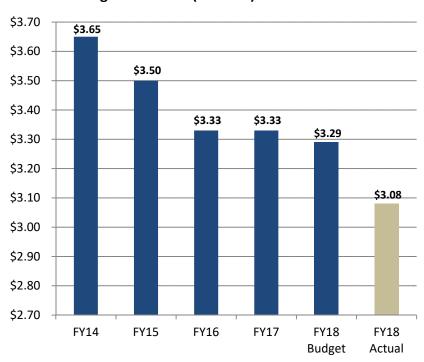
Trend:

Leon County continues to collect increasing state revenue sharing taxes since the recession ended. This indicates a growing confidence in consumer spending, which has continued through FY18.

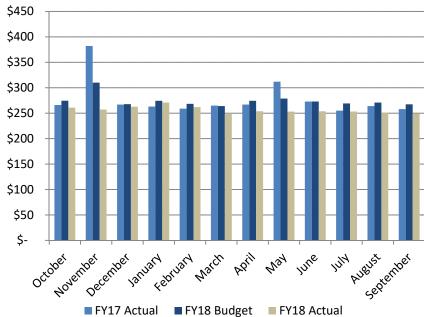
FY17 Actual: \$5,538,479 FY18 Budget: \$5,591,249 FY18 Actual: \$5,787,966

COMMUNICATION SERVICES TAX

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The Communication Services combined seven different State and local taxes or fees by replacing them with a two tiered tax, each with its own rate. These two taxes are (1) The State Communication Services Tax and (2) The Local Option Communication Tax. The Services County correspondingly eliminated its 5% Cable Franchise Fee and certain right of way permit fees. Becoming a Charter county allowed the County to levy at a rate of 5.22%. This rate became effective in February of 2004.

Trend:

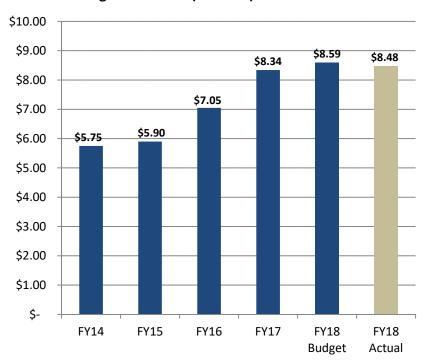
Statewide the CST has been in decline the past five years. Initially, Leon County was not following the trend: however in FY15, proceeds began declining. FY18 revenues came in lower than budgeted as the declining trend continues.

Part of this decline is due to the Florida Department of Revenue notifying the county's Office of Financial Stewardship of an adjustment in the amount of \$329,729 due to erroneous overpayment of local taxes. This adjustment will be deducted from future monthly distributions effective March 2018. This adjustment will be spread over 36 months and will average a monthly deduction of \$9,159.

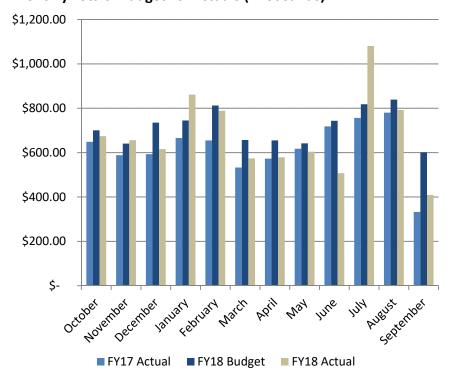
FY17 Actual: \$3,330,698 FY18 Budget: \$3,292,265 FY18 Actual: \$3,076,592

PUBLIC SERVICES TAX

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The Public Services Tax is a 10% tax levied upon each purchase of electricity, water, and metered or bottled gas within the unincorporated areas of the County. It is also levied at \$0.04 per gallon on the purchase of fuel oil within the unincorporated areas of the County. This tax became effective on October 1, 2003.

Trend:

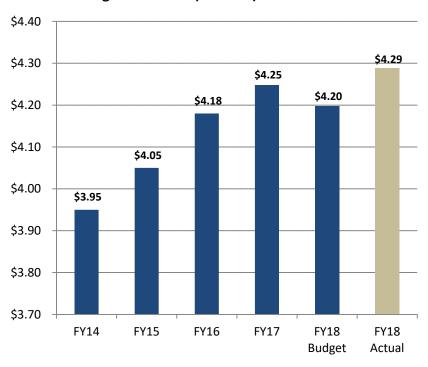
Due to its consumption basis, this tax is subject to many variables including rates and usage. Revenues have steadily trended upward since FY09; 2013 however, in the City of Tallahassee determined it had incorrectly overpaid \$2.1 million on the electric portion of the tax for the past three years. The payback began in March 2013 and ended in March 2016 which accounts for the FY16 increase.

The Public Services Tax (PST) showed minimal growth in FY18 indicating a moderation of consumption and modest utility rate changes. FY18 actual revenues are in line with the budgeted amount.

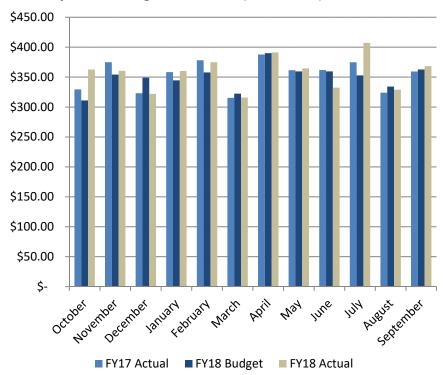
FY17 Actual: \$8,344,130 FY18 Budget: \$8,588,597 FY18 Actual: \$8,475,151

STATE SHARED GAS TAX

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The State Shared Gas Tax consists of two discrete revenue streams: County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures (Florida Statutes 206 and others). These revenue streams are disbursed from the State based on a distribution formula consisting of county area, population, and collection.

Trend:

Since the recession, there has been a decline in fuel prices resulting in moderately increased consumption leading to moderate growth in the tax.

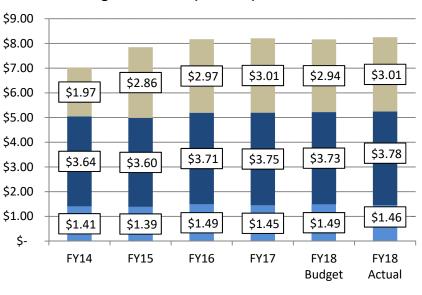
In FY18, Leon County collected 2.2% higher State Shared Gas taxes compared to the budgeted amount, and 0.9% higher than FY17 actuals. Even with lower fuel prices, increases in this revenue are modest.

FY17 Actual: \$4,248,624 FY18 Budget: \$4,197,765 FY18 Actual: \$4,288,961

Fiscal Year 2018 Annual Performance and Financial Report

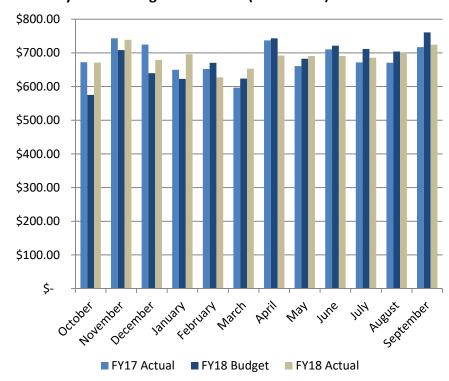
LOCAL OPTION GAS TAX

Fiscal Year Budget & Actuals (Millions)



■ 9th Cent ■ Local Option ■ Second Local Option

Monthly Totals: Budget vs. Actuals (Thousands)



Background:

9th Cent Gas Tax: This tax is a State authorized local 1 cent tax on special and diesel fuel. Beginning in FY02, the County began to levy the amount locally on all fuel consumption.

Local Option Gas Tax: This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel. Funds are restricted to transportation related expenditures. In September 2013, the County and City amended the Interlocal Agreement, which authorized the extension of 6 cents gas tax, with an allocation of 50/50 between the County and the City, being effect from October 1, 2015. This tax will not sunset until FY 2045.

2nd **Local Option**: On September 10, 2013, the Board approved levying an additional five-cent gas tax, to be split with the City 50/50. Beginning in January 2014, the County began to levy this tax on all motor fuel consumption in Leon County.

The amounts shown are the County's share only.

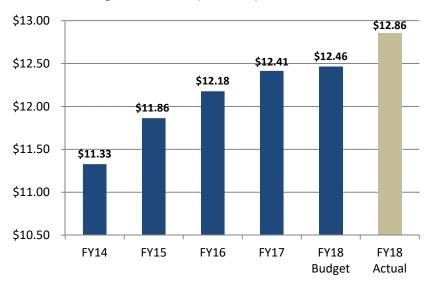
Trend:

This is a consumption based tax on gallons purchased. FY18 collections are slightly higher than the previous year due to improving economic conditions and low gas prices, which has caused a slight increase in consumption. Local consumption lags statewide causing only a moderate increase in this revenue. FY18 collections are 1.1% higher than budgeted, and 0.5% higher than FY17 actuals.

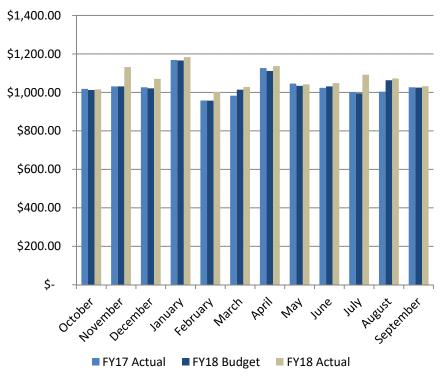
FY17 Actual: \$8,206,950 FY18 Budget: \$8,164,300 FY18 Actual: \$8,250,062

LOCAL GOVERNMENT HALF CENT SALES TAX

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The Local Government 1/2 Cent Sales Tax is based on 9.653% of net sales tax proceeds remitted by all sales tax dealers located within Leon County. On July 1, 2004, the distribution formula reduced the County's share to 8.814% or a net reduction of approximately 9.5%. The revenue is split 56.6% County and 43.4% City based on a statutory defined distribution formula (Florida Statutes Part VI, Chapter 218). On April 9, 2015, the House approved the House Tax Cut Package, HB 7141, which changed the formula, but there is no impact to the portion of Local Government 1/2 Cent Sales Tax.

The amounts shown are the County's share only.

Trend:

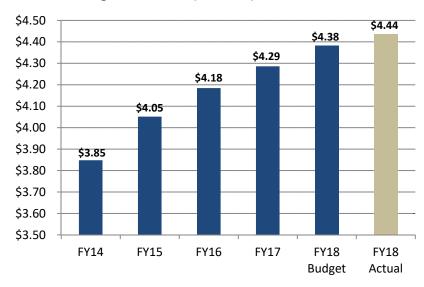
Since FY14, in the middle of the economic recovery, this revenue has continued to trend upward. FY18 actuals are 3.1% higher than budgeted and 3.5% higher than FY17 actuals indicating sustained consumer confidence and spending.

FY17 Actual: \$12,414,836 FY18 Budget: \$12,463,050 FY18 Actual: \$12,855,444

Fiscal Year 2018 Annual Performance and Financial Report

LOCAL OPTION SALES TAX

Fiscal Year Budget & Actuals (Millions)



Background:

The Local Option Sales Tax is a 1 cent sales tax on all transactions up to \$5,000. In a November 2000 referendum, the sales tax was extended for an additional 15 years beginning in 2004. In a November 2014 referendum, the sales tax was extended for another 20 years beginning in 2019. The revenues are distributed at a rate of 10% to the County, 10% to the City, and 80% to Blueprint 2000.

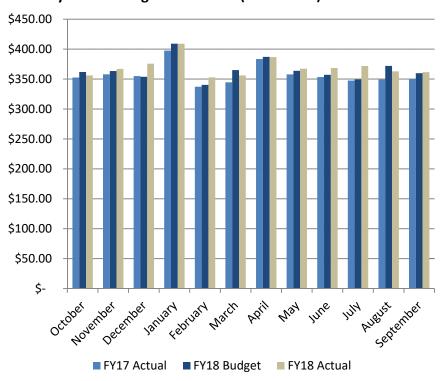
The amounts shown are the County's share only.

Trend:

Leon County collected 3.5% more of local sales tax than in FY17. This indicates a steady economy with a sustained upward trend in consumer spending.

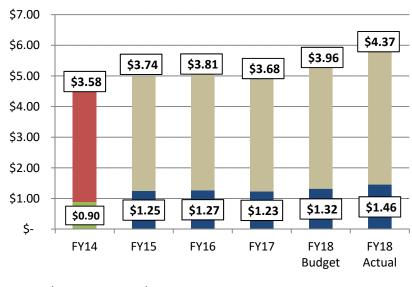
FY17 Actual: \$4,286,089 FY18 Budget: \$4,382,350 FY18 Actual: \$4,435,484

Monthly Totals: Budget vs. Actuals (Thousands)



LOCAL OPTION TOURIST DEVELOPMENT TAX

Fiscal Year Budget & Actuals (Millions)

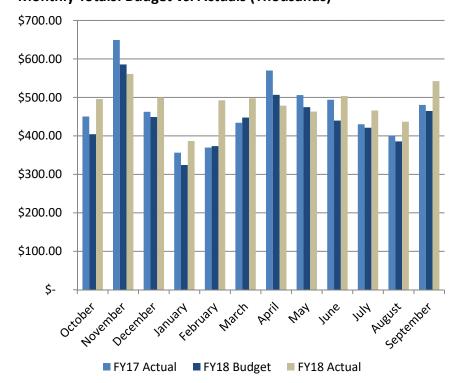


■ 3 & 3/4 Cents ■ 1 & 1/4 Cents

■ 4 Cents

Monthly Totals: Budget vs. Actuals (Thousands)

■ 1 Cent



Background:

The Local Option Tourist Tax is a locally imposed 5% tax levied on rentals and leases of less than 6-month duration. This tax is administered locally by the Tax Collector. The funds are restricted advertising, public relations. promotional programs, visitor services, approved special events, and capital expenses realted to tourism destination improvements (Florida Statute On March 19, 2009, the 125.014). Board approved to increase total taxes levied on rentals and leases of less than 6-month duration by 1%. The total taxes levied are now 5%. additional 1% became effective on May 1, 2009 and is used for marketing as specified in the TDC Strategic Plan.

On December 9, 2014, the Board amended TDC ordinances and restated the Grant Funding Agreement with Council on Culture & Arts (COCA), reallocating the TDT dedicated to the COCA from approximately ½-cent TDT to a total 1¼-cent TDT beginning in FY15. And the ¼-cent portion TDT will be used to support a capital grants program. Beginning in FY17, ¼-cent portion will also support COCA's cultural grant and cultural tourism grant programs. The rest of 3¾-cent TDT is distributed to support TDC marketing and promotions.

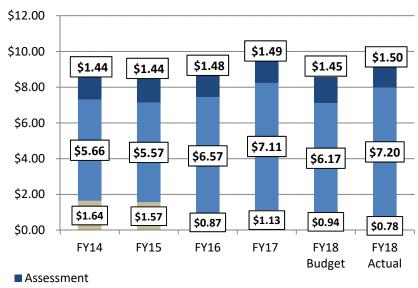
Trend:

Improved economic conditions allowed for an increase in tourist tax since FY14. The additional one cent levied in May 2009, along with more hotel room availability due to an increase in the number of hotels built within the county, increased rates, and an increase in the business travelers sector of the market contributed to the steady growth. Leon County collected 10.4% higher Tourist Development Taxes compared to the FY18 budget and 3.92% higher than the FY17 actuals.

FY17 Actual: \$5,603,779 FY18 Budget: \$5,277,251 FY18 Actual: \$5,824,022

SOLID WASTE FEES

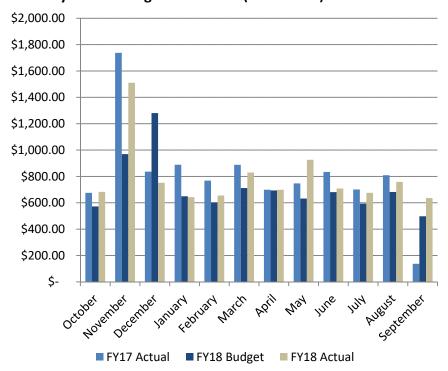
Fiscal Year Budget & Actuals (Millions)



■ Transfer Station Fees

Other

Monthly Totals: Budget vs. Actuals (Thousands)



Background:

Solid Waste Fees are collected for sorting, reclaiming, disposing of solid waste at the County landfill and transfer station. Revenues collected will be used for the operation of all solid waste disposal sites.

In October 2008, the Board entered into a contractual agreement with Marpan The Solid Waste Recycling. Management Facility no longer accepts Class I waste as of January 1, 2009. This contract caused a decline in the Solid revenues at Waste Management Facility which now only charges for yard waste. However, expenditures were adjusted to reflect the change in operations at the facility.

Trend:

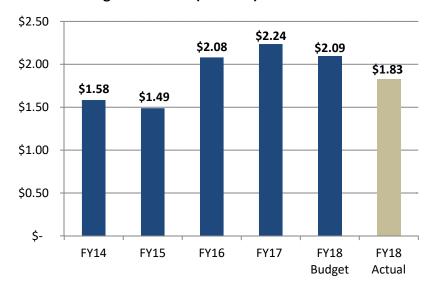
FY18 revenue reflects a 6.3% decrease compared to the FY17 actuals and 10.6% over the FY18 budget. decrease from FY17 to FY18 is due to less tonnage received in FY18. FY17 tonnage was higher due to hurricane debris.

FY17 Actual: \$10,107,409 FY18 Budget: \$8,566,477 FY18 Actual: \$9,475,047

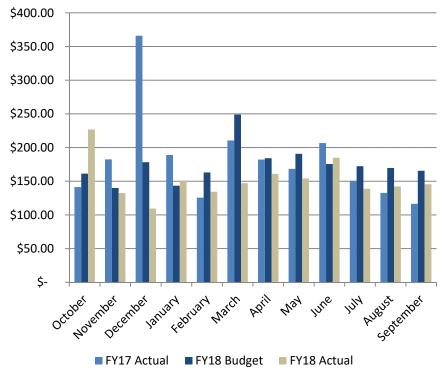
Revenues

BUILDING PERMIT FEES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, State and federal building code requirements. The County only collects revenues for development these occurring in the unincorporated area. As a result of a fee study, the Board adopted the first revised fee study in more than ten years. The fee increase was implemented in three phases: 34% on March 1, 2007; 22% on October 1, 2007; and a final 7% on October 1, 2008.

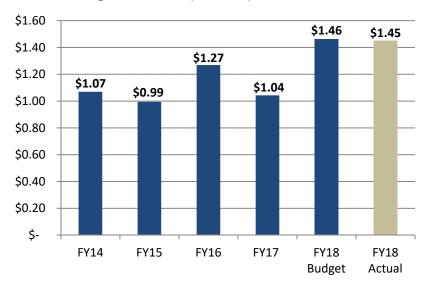
Trend:

Increased commercial and housing construction indicate an improved economy. Subsequent to an initial spike in the construction market, new construction and commercial permitting has leveled off to more normal prerecession levels resulting in a decrease in revenue collected for FY18. FY18 actuals are 12.7% less than budgeted and 18.3% less than FY17 Actuals.

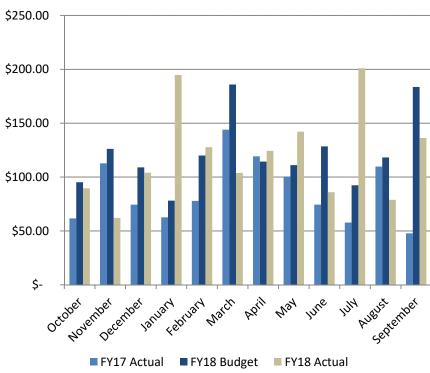
FY17 Actual: \$2,236,730 FY18 Budget: \$2,093,091 FY18 Actual: \$1,827,095

SITE PLAN APPROVAL AND ENVIRONMENTAL PERMIT FEES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

Environmental Permit Fees are derived development projects compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations. As a result of a fee study, the Board adopted a revised fee resolution effective October 1, 2006. On March 11, 2008 the Board approved an overall fee increase of 20% in addition to adopting fees for Growth new Management. The new fees were implemented immediately and the overall fee increase was effective as of October 1, 2008.

Trend:

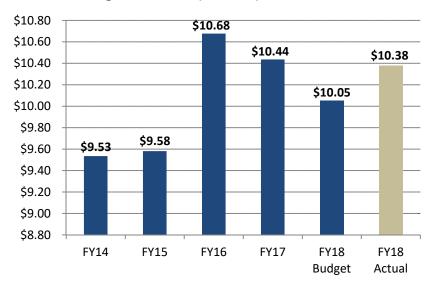
As economic conditions continue to improve for new developments, Site Plan approval and Environmental Permit fees revenue is increasing steadily with minor decreases in FY15 and FY17.

In FY17, more projects being submitted under lower cost permitting thresholds, which caused a decline in revenue even though there is an overall increase in permitting approvals. In FY18, Site plan Approval and Environmental permit fees, continue to improve, with revenues stabilizing and returning to pre-recession levels. FY 18 revenue reflects a 39.1% over FY 17 actuals. This trend is projected to continue as new land developments are designed and permitted.

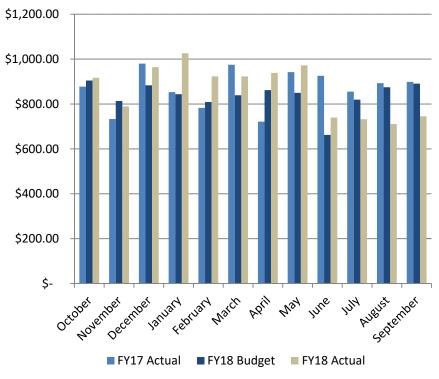
FY17 Actual: \$1,042,661 FY18 Budget: \$1,462,576 FY18 Actual: \$1,450,366

AMBULANCE FEES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

Leon County initiated its ambulance service on January 1st of 2004. Funding for the program comes from patient billings and a Countywide Municipal Services Tax. The amounts shown are the patient billings only.

The EMS system bills patients based on the use of an ambulance transport to the hospital. As with a business, the County has an ongoing list of patients/insurers that owe the County monies (outstanding receivables). In FY08, the County established a collection policy to pursue uncollected bills, and to allow the write-off of billings determined uncollectible.

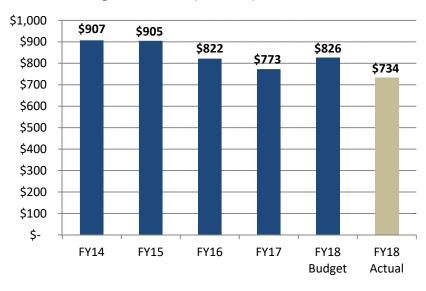
Trend:

In order to more accurately estimate revenues, the forecasting methodology shifted from a collection receivables basis to a cash basis. The Board approved a 24% fee on April 24, 2018, in ambulance fees effective June 1, 2018, which impacted FY18 collections. Leon County experienced a decrease of 0.5% in collections in FY18 Actuals compared to FY17 Actuals.

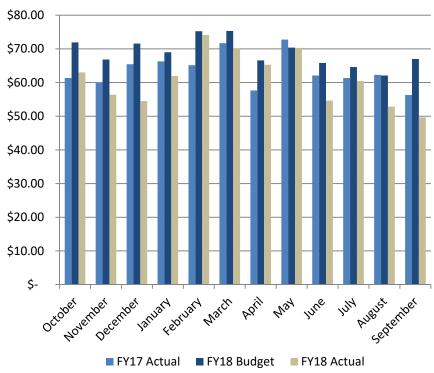
FY17 Actual: \$10,436,145 FY18 Budget: \$10,051,903 FY18 Actual: \$10,380,289

PROBATION FEES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

The Probation Fees are a combination County court probation fees, alternative community service fees, noshow fees (all governed by Florida Statute 948) and pre-trial release fees (governed by an Administrative Order). These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts. The amount of each individual fee is expressly stated in either the Florida Statute or the Administrative Order.

Trend:

Revenues collected through Probation Pre-Trial fees have steadily declined since FY14. This can be attributed to a decline in Probation and Pre-Trial caseloads, associated with early termination of sentences and a decrease in court ordered GPS (global positioning satellite) electronic pre-trial monitoring/tracking and withheld adjudications for offenders unable to afford fees. This can also be attributed to continued issuance of court ordered fee waivers.

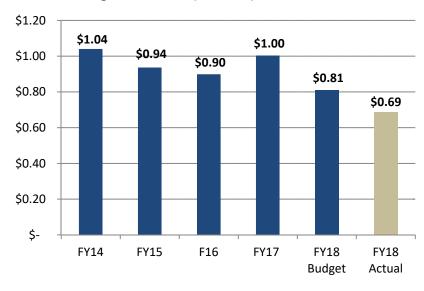
FY18 collections saw an 5.1% decrease from FY17 actuals, and an 11.2% decrease from the amount budgeted.

FY17 Actual: \$772,978 FY18 Budget: \$826,135 FY18 Actual: \$733,508

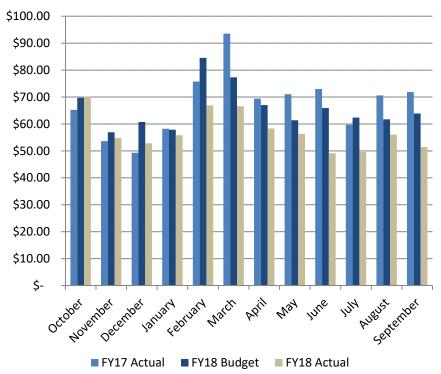
Fiscal Year 2018 Annual Performance Financial Report

COURT FACILITIES FEES

Fiscal Year Budget & Actuals (Millions)



Monthly Totals: Budget vs. Actuals (Thousands)



Background:

Court Facilities Fees are established to fund "state court facilities" as defined in Chapter 29, Florida Statutes (2009). On June 19, 2009, legislation approved permitting counties to change the surcharge placed on non-criminal traffic infractions from \$15 to \$30. In FY17 the County collected \$811,301 meanwhile in FY16 expended more than \$8.3 million on behalf of the State Court system.

The Board approved the increase in surcharges on August 25, 2009.

Trend:

In FY10, an approved fee increase resulted in increased revenues. Due to a decline in the issuance of moving traffic violations, beginning in FY14, this revenue has continued a decline. The continued sharp decline in citations has shown the same affect in FY18 collections.

FY17 Actual: \$811,301 FY18 Budget: \$1,003,682 FY18 Actual: \$687,922

Revenues

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/16/2018

				FY18	<u>FY18</u>	FY18 Budget	FY18 Budget
<u>Fund</u>	<u>Org</u>	<u>Description</u>		Adj. Budget	Expenditures	\$ Balance	% Bal. Remaining
.		0					
Board		<u>y Commisioners</u> Commission					
001	100	County Commission		1,701,293	1,701,293	0	0.00%
001	101	District 1		8,758	7,774	984	11.24%
001	102	District 2		12,500	3,377	9,123	72.99%
001	103	District 3		12,500	3,529	8,971	71.77%
001	104	District 4		12,500	4,572	7,928	63.42%
001	105	District 5		12,500	9,781	2,719	21.75%
001	106	At Large District 6		12,500	5,098	7,402	59.21%
001	107	At Large District 7		12,500	10,440	2,060	16.48%
001	108	Commissioners Account		25,268	22,574	2,694	10.66%
			Subtotal:	1,810,319	1,768,437	41,882	2.31%
Count	y Adminis	stration					
		Administration					
001	110	Country Administration		1,101,889	1,101,889	0	0.00%
	Strategi	c Initiatives					
001	115	Strategic Initiatives		788,568	720,798	67,770	8.59%
001	116	Community and Media Relations		622,848	621,207	1,641	0.26%
		ncy Management					
125	864	Emergency Management ¹		121,155	45,374	75,781	62.55%
125	952001	Emergency Management Base Grant - Federal ¹		87,279	75,946	11,333	12.98%
125	952002	Emergency Management Base Grant - State ¹		121,506	105,741	15,765	12.97%
125	952005	Emergency Management Base Grant - Federal ¹		88,139	10,179	77,960	88.45%
125	952006	Emergency Management Base Grant - State ¹		105,806	14,096	91,710	86.68%
130	180	Enhanced 911		1,181,550	981,875	199,675	16.90%
100		Resources		1,101,000	001,010	100,070	10.00%
001	160	Human Resources		1,418,564	1,204,447	214,117	15.09%
			Subtotal:	5,637,304	4,881,553	755,751	13.41%
Office	of Inform	ation Technology					
001	171	Management Information Systems		6,491,505	6,491,505	0	0.00%
001	411	Public Safety Complex Technology		265,115	222,187	42,928	16.19%
001	421	Geographic Information Services		1,983,854	1,921,469	62,385	3.14%
		•	Subtotal:	8,740,474	8,635,161	105,313	1.20%
Count	y Attorne	<u> </u>					
001	120	County Attorney		2,241,338	2,088,724	152,614	6.81%
			Subtotal:	2,241,338	2,088,724	152,614	6.81%

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

				<u>FY18</u>	<u>FY18</u>	FY18 Budget	FY18 Budget
und	<u>Org</u>	<u>Description</u>		Adj. Budget	<u>Expenditures</u>	\$ Balance	% Bal. Remaining
		5.00					
Depart		Public Works					
106	<u>Suppo</u> 400	rt Services		614,484	611 101	0	0.00%
		Support Services		,	614,484	_	
106	978	Public Works Chargebacks ²		(350,000)	0	(350,000)	100.00%
	Operat						. ===
106	431	Transportation		4,499,660	4,428,711	70,949	1.58%
106	432	Right-of-Way		2,862,675	2,525,205	337,470	11.79%
123	433	Stormwater Maintenance		3,263,674	2,859,227	404,447	12.39%
001	216	Mosquito Control		846,566	629,184	217,382	25.68%
125	214	Mosquito Control Grant ¹		53,962	4,578	49,384	91.52%
	Engine	eering Services					
106	414	Engineering Services		3,700,274	3,432,312	267,962	7.24%
	Fleet N	<u>laintenance</u>					
505	425	Fleet Maintenance		2,932,906	2,783,451	149,455	5.10%
		S	ubtotal:	18,424,201	17,277,153	1,147,048	6.23%
<u>Depart</u>		Development Support & Env. Mgt					
		ng Inspection				_	
120	220	Building Inspection		1,902,799	1,902,799	0	0.00%
		nmental Compliance		. === ===			
121	420	Environmental Compliance		1,559,229	1,475,424	83,805	5.37%
101		ppment Services		000 500	000.054	444.000	44.070/
121	422	Development Services		800,523	686,254	114,269	14.27%
101		Compliance		445.044	445.044	0	0.000/
121	423	Permit Compliance		415,844	415,844	0	0.00%
101		rt Services		004.057	0.47.000	00.005	44.070/
121	424	Support Services		281,357	247,962	33,395	11.87%
101		mer Engagement Services		057.400	444.000	445 504	44.000/
121	426	1		257,403	141,822	115,581	44.90%
	_	torage Tank ¹			.== .==		
125	866	DEP Storage Tank		166,722	158,423	8,299	4.98%
		S	ubtotal:	5,383,877	5,028,527	355,350	6.60%
		20.405					
<u>Depart</u>	tment of						
004		ng Department		4.400.000	700.004	450 400	20 500/
001	817	Planning Department		1,186,992	728,884	458,108	38.59%
		5	ubtotal:	1,186,992	728,884	458,108	38.59%
Office	of Einen	cial Stewardship					
Onice							
001	130	of Management and Budget Office of Management and Budget		768,095	744,879	23,216	3.02%
001	Purcha			700,093	744,079	23,210	3.02 /0
001	140	Procurement		565,295	565,295	0	0.00%
001	141	Warehouse		113,173	113,173	0	0.00%
JU 1		state Management		113,173	113,173	U	0.00 /0
001	156			302,064	269,469	32,595	10.79%
001		Real Estate Management lanagement		302,004	203,409	32,333	10.7970
501	132	Risk Management		212,413	212,413	0	0.00%
501 501	821	Workers Compensation Management / Insurance		3,392,756	3,371,249	21,507	0.63%
001	021		ubtotal:	5,353,796	5,276,477	77,319	1.44%
		3	นมเบเสเ.	J,JJJ, / 70	3,210,4 <i>11</i>	11,319	1.44%

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

7107100	ло охрот	ditures posted to financial system as of 11/16/2	.070	FY18	FY18	FY18 Budget	FY18 Budget
<u>Fund</u>	<u>Org</u>	<u>Description</u>		Adj. Budget	Expenditures	\$ Balance	% Bal. Remaining
		sm Development		500 740	500 740	0	0.000/
160	301	Administration		520,743	520,743	0	0.00%
160	302	Advertising		1,441,473	1,332,628	108,845	7.55%
160	303	Marketing		1,715,937	1,462,076	253,861	14.79%
160	304	Special Projects		619,467	604,125	15,342	2.48%
160	305	Cultural, Visual Arts, & Heritage (CRA)		5,109,853	0	5,109,853	100.00%
			Subtotal:	9,407,473	3,919,572	5,487,901	58.34%
Office	of Public	: Safety					
	Emerge	ency Medical Services					
135	185	Emergency Medical Services		17,442,023	17,207,232	234,791	1.35%
	<u>Animal</u>	Services					
140	201	Animal Services		1,547,552	1,374,202	173,350	11.20%
			Subtotal:	18,989,575	18,581,434	408,141	2.15%
Office	of Librar	y Services					
		Services					
001	240	Policy, Planning & OPS		864,350	844,052	20,298	2.35%
001	241	Public Library Services		4,457,457	4,361,315	96,142	2.16%
001	242	Collection Services		1,577,549	1,577,549	0	0.00%
			Subtotal:	6,899,356	6,782,916	116,440	1.69%
Office	of Interv	ention & Detention Alternatives					
•		Probation					
111	542	County Probation Division		1,163,145	1,103,892	59,253	5.09%
	Superv	ised Pretrial Release					
111	544	Pretrial Release		1,186,589	1,116,307	70,282	5.92%
	Drug &	Alcohol Testing					
111	599	Drug and Alcohol Testing		154,222	126,120	28,102	18.22%
	FDLE J	AG Grant Pretrial ¹					
125	982061	FDLE JAG Grant Pretrial FY16		40,000	0	40,000	100.00%
			Subtotal:	2,543,956	2,346,319	197,637	7.77%

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

			<u>FY18</u>	<u>FY18</u>	FY18 Budget	FY18 Budget
und	<u>Org</u>	<u>Description</u>	Adj. Budget	<u>Expenditures</u>	\$ Balance	% Bal. Remaining
		Our trace & Our constitution				
ттісе		<u>n Services & Community Partnerships</u> I Services				
01	390	Veteran Services	351,227	329,351	21,876	6.23%
01		& Human Services	001,227	020,001	21,070	0.207
01	370	Social Service Programs	5,594,059	5,026,733	567,326	10.14%
		Department S	-,,	-,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
01	190	Health Department	237,345	237,345	0	0.00%
	Primary	Health Care	•	•		
01	971	Primary Health Care	1,821,508	1,579,301	242,207	13.30%
40	971	Primary Health Care	200,000	200,000	0	0.00%
	Housing	g Services				
01	371	Housing Services	596,750	553,403	43,347	7.26%
25	932019	Housing Finance Authority Emergency Repairs Program ¹	42,439	25,084	17,355	40.89%
	Volunte	er Services				
01	113	Volunteer Center	200,365	192,480	7,885	3.94%
	SHIP 20	014-2018 ¹				
24		SHIP 2014-2017	42,883	10,762	32,121	74.90%
24	932048	SHIP 2015-2018	509,108	486,731	22,377	4.40%
24	932049	SHIP 2016-2019	620,721	161,750	458,971	73.949
24	932050	SHIP Disaster Fund	287,821	287,821	0	0.009
24	932051		13,899	7,000	6,899	49.64%
24		SHIP 2017-2018	398,841	143,250	255,591	64.08%
	002002	Subtotal:	10,916,966	9,241,010	1,675,956	15.35%
Office		rce Stewardship				
04		of Sustainability	250.045	000.000	CO 770	47.040
01	127	Office of Sustainability	356,045	292,266	63,779	17.91%
0.4		es Management	7.045.700	0.000.000	000 754	4.500
01	150	Facilities Management	7,315,790	6,982,039	333,751	4.56%
0.4	_	Safety Complex	4 554 554	4 447 004	404.007	0.700
01	410	Public Safety Complex	1,551,551	1,447,264	104,287	6.72%
		Government Annex	440.005	0.40.000	100.050	0.4.050
65	154	Bank of America	448,935	340,082	108,853	24.25%
		aton Oaks Plaza Operating	00.545	77.044	0.004	40.700
66	155	Huntington Oaks Plaza Operating	86,545	77,211	9,334	10.79%
		ative Extension				
01	361	Extension Education	455,990	383,593	72,397	15.88%
	_	Recreation				
40	436	Parks & Recreation	3,076,060	2,897,188	178,872	5.81%
	Solid W				100.000	22.222
01	416	Yard Waste	608,894	448,804	160,090	26.29%
01	435	Landfill Closure	128,749	0	128,749	100.00%
01	437	Rural Waste Collection Centers	676,213	624,513	51,700	7.65%
01	441	Transfer Station Operations	7,179,555	6,884,394	295,161	4.119
01	442	Landfill (Solid Waste Management Facility)	641,319	387,082	254,237	39.64%
01	443	Hazardous Waste	689,216	689,216	0	0.00%
		Subtotal:	23,214,862	21,453,652	1,761,210	7.59%

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

		natures posted to financial system as of 11/16/201		<u>FY18</u>	<u>FY18</u>	FY18 Budget	FY18 Budget
<u>Fund</u>	<u>Org</u>	<u>Description</u>		Adj. Budget	<u>Expenditures</u>	\$ Balance	% Bal. Remaining
		_					
Consti		Officers ³					
		of the Circuit Court				_	
001	132	Clerk Finance		1,670,645	1,670,645	0	0.00%
110	537	Circuit Court Fees		425,198	425,198	0	0.00%
		rty Appraiser					
001	512	Property Appraiser		5,094,412	5,091,369	3,043	0.06%
440	Sheriff			00.007.004	00.007.004	•	0.000/
110	510	Law Enforcement		38,397,084	38,397,084	0	0.00%
110	511	Corrections		35,538,003	35,538,003	0	0.00%
004		ollector		4.000.400	4 000 000	040.005	4.400/
001	513	General Fund Property Tax Commissions		4,906,468	4,689,603	216,865	4.42%
123	513	Stormwater Utility Non Ad-Valorem		67,618	67,618	0	0.00%
135	513	Emergency Medical Services MSTU		150,144	150,144	0	0.00%
145	513	Fire Service Fee		47,048	47,048	0	0.00%
162	513	Special Assessment Paving		5,500	3,262	2,238	40.69%
164	513	Sewer Services Killearn Lakes I and II		5,000	4,497	503	10.06%
401	513	Landfill Non-Ad Valorem		32,620	29,902	2,718	8.33%
		visor of Elections					
060	520	Voter Registration		2,610,524	2,558,449	52,075	1.99%
060	521	Elections		1,637,238	1,371,827	265,411	16.21%
			Subtotal:	90,587,502	90,044,649	542,853	0.60%
Judici	al Office	<u>ers</u>					
		<u>Administration</u>					
001	540	Court Administration		235,233	213,169	22,065	9.38%
001	547	Guardian Ad Litem		22,455	21,489	966	4.30%
110	532	State Attorney		111,734	111,734	0	0.00%
110	533	Public Defender		136,008	119,783	16,225	11.93%
110	555	Legal Aid		259,914	257,500	2,414	0.93%
114	586	Teen Court		75,554	58,237	17,317	22.92%
117	509	Alternative Juvenile Program		58,578	55,513	3,065	5.23%
117	546	Law Library		57,855	44,684	13,171	22.77%
117	548	Judicial/Article V Local Requirements		100,168	39,589	60,579	60.48%
117	555	Legal Aid		57,855	44,000	13,855	23.95%
			Subtotal:	1,115,354	965,698	149,656	13.42%

FY 2018 Annual Performance and Financial Report

PROGRAM EXPENDITURE SUMMARY*

*Reflects expenditures posted to financial system as of 11/16/2018

1101100	olo oxpor	naitures posted to financial system as of 11/16/2018	FY18	FY18	FY18 Budget	FY18 Budget
<u>Fund</u>	<u>Org</u>	<u>Description</u>	Adj. Budget	Expenditures	\$ Balance	% Bal. Remaining
Non-C	<u>perating</u>					
001	888	em Funding Line Item Funding	585,542	500,241	85,301	14.57%
160	888	Council on Culture and Arts Regranting	1,572,945	875,814	697,131	44.32%
100		f Tallahassee	1,072,040	070,014	037,131	77.32 <i>7</i> 0
140	838	City Payment, Tallahassee (Parks & Recreation)	1,327,749	1,327,749	0	0.00%
145	838	City Payment, Tallahassee (Fire Fees)	7,685,164	7,685,114	50	0.00%
164	838	City Payment, Tallahassee (Killearn Lakes Sewer)	232,500	220,495	12,005	5.16%
	Other	Non-Operating			•	
001	114	Economic Vitality	656,362	306,574	349,788	53.29%
001	278	Summer Youth Employment	40,000	36,800	3,200	8.00%
001	402	Capital Regional Transportation Planning Agency	122,669	23,093	99,576	81.17%
001	403	Blueprint 2000 ⁴	627,817	600,882	26,935	4.29%
001	820	Insurance Audit, and Other Expenses	1,083,190	837,170	246,020	22.71%
001	831	Tax Deed Applications	45,000	(5,359)	50,359	111.91%
001	972	CRA-TIF Payment	2,880,365	2,782,393	97,972	3.40%
110	508	Diversionary Program	100,000	100,000	0	0.00%
110	620	Juvenile Detention Payment - State	1,079,657	1,079,657	0	0.00%
116	800	Drug Abuse	96,038	82,505	13,533	14.09%
131	529	800 MHZ System Maintenance	1,685,926	1,650,860	35,066	2.08%
145	843	Volunteer Fire Department	481,339	287,835	193,504	40.20%
502	900	Communications Control	1,013,727	752,172	261,555	25.80%
	14	and the second of Dillians				
	intera	epartmental Billing Countywide Automation	450,907	450,682	225	0.05%
		Indirects (Internal Cost Allocations)	0	0	0	100.00%
		Risk Allocations	1,131,707	1,131,707	0	0.00%
		Subtotal:	22,898,604	20,726,385	2,172,219	9.49%
-						
	Operatin	•	209,753,063.78	197,483,430	12,269,634	5.85%
	Non-Ope	erating	22,898,604	20,726,385	2,172,219	9.49%
Total (-4-	85,823,443	23,026,819	62,796,624	73.17%
	ting Gra		2,700,281	1,536,735	1,163,546	43.09% 81.57%
	perating Debt Ser	grants⁵	22,677,416	4,179,239	18,498,177 5,247	81.57% 0.07%
	Reserves		8,057,345 14,970,805	8,052,098 (717,414)	15,688,219	104.79%
		KPENDITURES:	366,880,958	254,287,293	112,593,665	30.69%
1017	1L L/	AL ENDITOREO.	300,000,330	204,201,233	112,000,000	30.09 /0

Notes:

^{1.} Operating Grants include Mosquito Control, DEP Storage Tank, FDLE JAG Pretrial, SHIP, Emergency Management and Elections.

^{2.} Chargebacks to captial projects are discontinued to preserve captial project funding and were discontinued as part of the FY19 budget.

^{3.} Expenses reflect budgeted transfers to the Constitutional Officers and do not reflect excess fees or unexpended funds returned to the Board as revenue, as required by the Florida Statute.

4. The Blueprint budget was established to fund the salary and benefits for an employee who opted to be on the County's payroll. Total expenses for the position are reimbursed.

^{5.} For accounting purposes this amount includes funding isolated in specific budgets received from other governmental entities such as the Florida Department of Environmental Protection (sewer grants), Blueprint 2000 (Magnolia Sidewalk Funding) and the Department of Transportation (Natural Bridge Road bridge replacement). See the grant section of the report for more detail.

FY 2018 Annual Performance and Financial Report

SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

		<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	FY19	FY19
Org	Fund Title	Actuals (A)	Actuals	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
	General & Fine and Forfeiture Funds					
001	General Fund (E)	28,921,968	31,205,482	33,583,757	15,932,571	17,651,186
110	Fine and Forfeiture Fund (E)	1,247,521	1,997,109	1,098,650	748,261	350,389
	Subtotal:	30,169,489	33,202,591	34,682,407	16,680,832	18,001,575
	Special Revenue Funds					
106	County Transportation Trust Fund (F)	4,030,990	4,585,307	3,477,573	141,950	3,335,623
111	Probation Services Fund	1,069,379	1,195,952	888,578	0	888,578
114	Teen Court Fund	10,566	0	0	0	0
116	Drug Abuse Trust Fund	936	3,159	0	0	0
117	Judicial Programs Fund	319,222	379,252	342,831	0	342,831
120	Building Inspection Fund (G)	2,245,648	2,631,622	2,175,930	282,007	2,175,930
121	Growth Management Fund (G)	525,507	192,632	443,080	0	443,080
123	Stormwater Utility Fund (F)	1,105,831	1,445,058	744,306	0	744,306
124	SHIP Trust Fund	181	4,102	936,229	0	936,229
125	Grants	1,863,764	814,256	1,841,825	823,684	1,018,141
126 127	Non-Countywide General Revenue Fund (F) Grants (H)	3,168,872	3,466,872 182,302	716,771	764.044	716,771
		199,179	•	990,403	761,941	228,462
130	9-1-1 Emergency Communications Fund (I)	555,476	293,183	321,062	180,000	141,062
131	Radio Communications Systems Fund (J)	14,578	70,882	44,887	0.040.540	44,887
135	Emergency Medical Services Fund (K)	9,020,680	7,666,722	5,972,522	2,316,516	3,656,006
140	Municipal Services Fund	1,176,319	33,267	194,928	100,000	94,928
145	Fire Services Fund	1,230,522	1,494,605	1,786,102	191,523	1,594,579
160	Tourist Development Fund (1st-5th Cents) (L)	2,368,661	1,742,593	2,681,144	1,514,995	1,166,149
160 161	Tourist Develop. Cultural, Visual Arts, Heritage (L) Housing Finance Authority Fund (M)	5,042,522 650,011	5,109,854 0	5,159,196 0	5,159,196 0	0
162	Special Assessment Paving Fund	418,434	564,494	0	0	0
164	Killearn Lakes Unit I and II Sewer		7,598	10,871	0	-
165	Bank of America Building Operating Fund (N)	5,331 915,607	1,024,366	1,094,470	380,051	10,871 714,419
166	Huntington Oaks Plaza Fund (0)	274,526	305,483	289,886	159,682	130,204
100	Subtotal:	36,212,743	33,213,561	30,112,593	12,011,545	18,383,055
	Debt Service Funds	30,2 : 2,: : 0	00,210,001	00,112,000	12,011,010	,
211	Debt Service - Series 2003 A&B	2,516	3,369	4,969	0	4,969
220	Debt Service - Series 2004	98,414	0	0	0	0
222	Debt Service - Series 2014	2,203	44,422	48,068	0	48,068
	Subtotal:	103,133	47,791	53,037	0	53,037
	Capital Projects Funds (P)					
305	Capital Improvements Fund (Q)	29,391,988	24,279,050	34,745,886	29,310,602	5,435,284
306	Gas Tax Transportation Fund (R)	6,770,546	7,463,236	9,668,150	7,503,615	2,164,535
308	Local Option Sales Tax Fund (S)	5,104,357	4,710,795	4,718,074	4,428,907	289,167
309	Local Option Sales Tax Extension Fund	4,770,800	5,232,867	4,837,049	4,820,261	16,788
311	Construction Series 2003 A&B Fund (T)	6,998	7,081	43	0	43
318	1999 Bond Construction Fund (T)	50,024	50,612	304	0	304
321	Energy Savings Contract ESCO Capital Fund (T)	20,746	20,989	759	0	759
330	9-1-1 Capital Projects Fund (J)	3,243,836	3,849,619	4,111,749	0	4,111,749
341	Countywide Road District Fund - Impact Fee	189,940	191,918	156,212	0	156,212
343	NW Urban Collector Fund - Impact Fee	70,651	71,387	72,086	0	72,086
344	SE Urban Collector Fund - Impact Fee	99,272	100,306	101,287	0	101,287
	Subtotal:	49,719,156	45,977,860	58,411,599	46,063,385	12,348,214

FY 2018 Annual Performance and Financial Report

SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

			FY16	FY17	FY18	<u>FY19</u>	<u>FY19</u>
Org	Fund Title		Actuals (A)	Actuals	Estimated Balance (B)	Appropriated Fund Balance (C)	Beginning Unreserved Fund Balance (D)
Org	runa nue		Actuals (A)	Actuals	Dalatice (B)	Balance (C)	Fulla Balafice (B)
	Enterprise Funds						
401	Solid Waste Fund (U)		2,508,759	16,900,986	16,130,716	14,139,357	1,991,359
		Subtotal:	2,508,759	16,900,986	16,130,716	14,139,357	1,991,359
	Internal Service Funds						
501	Insurance Service Fund (F)		2,000,631	2,193,270	1,228,698	0	1,228,698
502	Communications Trust Fund (V)		47,058	256,006	489,620	0	489,620
505	Motor Pool Fund		42,321	146,158	7,108	0	7,108
		Subtotal:	2,090,010	2,595,434	1,725,427	0	1,725,427
	TOTAL:		120,803,290	131,938,224	141,115,779	88,895,119	52,502,667

Notes:

- A. Audited Fund Balance according to the Comprehensive Annual Financial Report.
- B. Unaudited Fund Balance and Retained Earnings. Balances may change pending final audit adjustments.
- C. Appropriated Fund Balance includes fund balance appropriated as a part of the budget process and FY18 carryforwards necessary to complete projects.
- D. Unreserved Fund Balance is the year ending FY2018 estimated balance less the FY2019 appropriated fund balance.
- E. The beginning unreserved fund balance for FY 2019 budget reflects the use of \$2.0 million appropriated to balance the budget and \$13.9 million in carryforward projects. \$13 million of the carryforward was appropriated to the catastrophe reserve to fund debris removal associated with Hurricane Michael. It is anticipated that 87.5% of this \$13 million will be reimbursed to Leon County as part of the FEMA Public Assistance Program. In addition, a supplemental appropriation in the amount of \$583,231 was made to the Sheriff as part of the carryforward to cover the cost of emergency protective measures related to Hurricane Michael. These expenses will also be reimbursed as part of the FEMA Public Assistance Process.
- F. The decrease in fund balances reflect the mid-year appropriation of: \$1,000,000 in transportation reserves; \$1,150,000 in the stormwater reserves; \$3,000,000 in the non-county wide general revenue reserves; and \$1,100,000 in risk reserves in FY 2018 to support the five year capital improvement program.
- G.The decrease in the Building fund balance is reflective of an increase positions in FY 2018 to handle the increased permitting intake and inspection demands due to an improved economy. In addition, revenues declined from the previous year, as the FY 2017 spike in fees returned to more normal pre-recession levels. The increase in the Development Support fund balance is associated with permit fee revenue returning to pre-recession levels and increasing by 39% over FY2017 actuals.
- H.This fund is used to separate grants that are interest bearing grants.
- I. As part of the year-end cleanup process, unspent funds were moved to Fund 330 (911 Emergency Capital Projects Fund) for future capital projects, as required by State Statute.
- J. The Radio Communications Systems Fund is used to account for the new radio system operating expenses. These funds were previously reflected in Fund 331.
- K. The reduction in fund balance is associated with appropriating fund balance as the planned draw down of fund balance. This planned draw down of fund balance is part of a long term fiscal plan to address increased service needs without a millage increase.
- L. The Tourist Development Tax is reflected in two separate fund balances. Currently five-cents supports the Tourist Development Division marketing, promotion, and cultural re-granting activities. The fund balance previously established by the one-cent for the performing arts center is now dedicated to be expended on cultural, visual arts and heritage funding programs pursuant to the inter local agreement between the County, the City and the Community Redevelopment Agency. The reduction the marketin fund balance is associated with appropriating \$774,378 in Tourist Development funding for marketing and CIP funding for amenities, including signage and the finish line at the Apalachee Regional Park cross country track in order to host the 2021 NCAA National Cross Country Championship.
- M. In FY2017, the Board authorized the Housing Finance Authority (HFA) autonomy over budget, contracting, and policies separate from the Board. As a result, all funds were transferred to the HFA at year end.
- N. The reduction in the FY 2019 available fund balance is associated with appropriating \$380,051 in fund balance in FY 2019 for major building renovations.
- O. The reduction in the FY 2018 available fund balance is associated with appropriating \$159,682 in fund balance in FY 2019 for new tenant renovations.
- P. The Capital Projects balances are accumulated for purposes of funding projects that are often multi-year in nature. Balances reflected above are often programmed as part of the five year plan.
- Q. The fund balance reflects an \$8 million fund sweep done in FY2018 to support the capital improvement program offset by the use of \$6.5 million in fund balance as match funding for septic to sewer grants from the Florida Department of Environmental Protection, which will be repaid from the second sales tax extension beginning in FY2020. In addition, \$159,900 in fund balance was allocated for the purchase of land and a building at Coe's Landing Boat Ramp for future amenities.
- R. The fund balance reflects the \$2,000,0000 fund sweep for maintaining existing County transportation infrastructure, specifically Stormwater and Transportation improvements.
- S. The reduction in fund balance reflects capital reserves budgeted in FY 2018 as a "sinking fund" for maintaining existing infrastructure associated with the initial and extension of the local option tax.
- T. Bond construction funds are anticipated to be closed in FY 2018.
- U. Amount reflected is available retained earnings. This fund balance includes the closure reserve, rate stabilization reserve and operating reserve.
- V. Fund balance increase in FY 2018 associated with less actual expenditures than projected during the budget process.

FY 2018 Annual Performance and Financial Report

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Project Service Types	# of Projects	% of CIP Budget	Adjusted Budget	YTD Activity	% of Budget Committed	Project Balance
Culture and Recreation	14	8.6%	7,363,497	1,174,186	15.9%	6,189,311
General Government	31	10.5%	9,038,878	4,242,357	46.9%	4,796,521
Health and Safety	7	9.5%	8,181,345	5,088,418	62.2%	3,092,927
Physical Environment	34	43.1%	37,007,110	4,589,174	12.4%	32,417,936
Transportation	16	28.2%	24,232,613	7,934,136	32.7%	16,298,477
TOTAL	102	100%	\$85,823,443	\$23,028,271	26.8%	\$62,795,172

Notes: Projects listed in the report were fully funded in FY 2018. All unspent capital project funds were carry forward into the FY 2019 budget in order to complete the projects.

- 1. <u>Culture and Recreation</u>: A total of 15.9% of the funding for capital projects in Culture and Recreation was expended. This includes improvements to boat landings, playground equipment, the Main Library, Apalachee Regional, Woodville Community and Fred George parks. Funding was also used for the capital maintenance of County parks and greenways.
- 2. <u>General Government</u>: A total of 46.9% of the funding for capital projects in General Government was expended. This includes vehicle replacements, Courthouse and the Leon County Government Annex building renovations and repairs. Funding was also used for technology improvements such as data wiring, network upgrades, and file server upgrades.
- 3. <u>Health</u> and <u>Safety</u>: A total of 62.2% of the funding for capital projects in Health and Safety was expended. This includes repairs to the Detention Center, construction of a new Medical Examnier facility, and ambulane and equipment purchases for Emergency Medical Services.
- 4. <u>Physical Environment</u>: A total of 12.4% of the funding for capital projects in Physical Environment was expended. This includes the Transfer Station, Landfill, and Household Hazardous Waste Center improvements. Other projects include the septic-to-sewer projects funded 50% state matching grant dollars, as well as funding for GIS incremental basemap updates, water quality enhancements, stormwater pond repairs and vehicle replacements.
- 5. <u>Transportation</u>: A total of 32.7% of the funding for capital projects in Transportation was expended. This includes sidewalk construction, transportation and stormwater improvements, vehicle & equipment replacement, arterial/collector and local roads resurfacing and intersection safety improvements.

FY 2018 Annual Performance and Financial Report

CULTURE AND RECREATION

Project #	Project Description	Adjusted Budget	YTD Activity	% of Budget Expended	Project Balance
045001	Apalachee Parkway Regional Park	1,540,813	193,870	12.58%	1,346,943
047002	Boat Landing Improvements and Renovations	194,345	23,165	11.92%	171,180
043007	Fred George Park	519,554	31,704	6.10%	487,850
046009	Greenways Capital Maintenance	783,394	218,950	27.95%	564,444
043001	J. Lee Vause Park Improvements	364,350	30,551	8.39%	333,799
045004	J.R. Alford Greenway	140,000	30,000	21.43%	110,000
076011	Library Services Technology	73,000	15,146	20.75%	57,854
046007	New Parks/Greenways Vehicles and Equipment	326,747	155,254	47.52%	171,493
044001	Northeast Community Park	232,946	18,215	7.82%	214,731
043008	Okeeheepkee Prairie Park	150,000	18,660	12.44%	131,340
046001	Parks Capital Maintenance	2,601,413	185,569	7.13%	2,415,844
046006	Playground Equipment Replacement	148,257	106,702	71.97%	41,555
047001*	St. Marks Headwaters Greenway	88,228	7,650	8.67%	80,578
041002	Woodville Community Park	200,450	138,750	69.22%	61,700
	TOTAL CULTURE AND RECREATION	\$7,363,497	\$1,174,186	15.95%	\$6,189,311
	GENERAL	GOVERNMENT			
086011	Architectural & Engineering Services	99,472	51,266	51.54%	48,206
086079	Building General Maintenance and Renovations	577,783	138,354	23.95%	439,429
086078	Building Infrastructure and Improvements	1,398,726	557,739	39.87%	840,987
086077	Building Mechcanical Repairs and Improvements	1,849,474	482,782	26.10%	1,366,692
086076	Building roofing Repairs and Replacements	75,740	38,050	50.24%	37,690
096019	Capital Grant Match Program	81,205	-	0.00%	81,205
086017	Common Area Furnishings	35,897	35,716	99.50%	181
076008	County Compute Infrastructure	722,197	605,671	83.87%	116,526
086027	Courthouse Renovations	456,842	156,633	34.29%	300,209
086016	Courthouse Security	20,000	19,190	95.95%	810
086007	Courtroom Minor Renovations	86,076	66,889	77.71%	19,187
076023	Courtroom Technology	375,205	46,807	12.48%	328,398
076003	Data Wiring	22,839	22,644	99.15%	195
076063	E-Filing System for Court Documents	247,333	,	0.00%	247,333
076001	Financial Hardware and Software	268,514	132,686	49.41%	135,828
026010	Fleet Management Shop Equipment	50,000	49,973	99.95%	27
086071	Fleet Management Shop Improvements	37.254	11,242	30.18%	26,012
026003	General Vehicle/Equipment Replacement	280,912	253,567	90.27%	27,345
083002	Lake Jackson Town Center	279,775	86,977	31.09%	192,798
086068	Lake Jackson TC Sense of Place	34,258	10,415	30.40%	23,843
086025	Leon County Government Annex	1,089,799	727,796	66.78%	362,003
086053	Main Library Improvements	38,810	38,809	100.00%	1
076042	Mobile Devices	38,648	32,221	83.37%	6,427
026018	New General Vehicle & Equipment	42,458	25,719	60.57%	16,739
076051	Public Defender Technology	50,000	24,288	48.58%	25,712
076061	Records Management	173,827	44,131	25.39%	129,696
076047	State Attorney Technology	70,000	68,254	97.51%	1,746
076005	Supervisor of Elections Technology	67,350	59,280	88.02%	8,070
076024	User Computer Upgrades	300,000	296,504	98.83%	3,496
096028	Voting Equipment Replacement	94,000	84,268	89.65%	9,732
086065	Welcome Center Improvements	74,484	74,484	100.00%	0
	TOTAL GENERAL GOVERNMENT	9,038,878	4,242,357	46.93%	\$4,796,521

Project

% of Budget

Leon County Government

FY 2018 Annual Performance and Financial Report

HEALTH AND SAFETY

Adjusted

YTD

Project #	Project Description	Budget	Activity	Expended	Balance
076058	Emergency Medical Services Technology	25,000	1,417	5.67%	23,583
026014	EMS Vehicle & Equipment Replacement	1,212,324	1,212,324	100.00%	-
086031	Detention Facility Complex Maintenance	3,442,489	2,478,872	72.01%	963,617
086067	Medical Examiner Facility	2,529,392	1,312,969	51.91%	1,216,423
026021	New EMS Vehicles and Equipment	300,000	14,717	4.91%	285,283
096016	Public Safety Complex	510,479	37,203	7.29%	473,276
096002	Volunteer Fire Departments	161,661	30,915	19.12%	130,746
	TOTAL HEALTH AND SAFETY	\$8,181,345	\$5,088,418	62.20%	\$3,092,927
	PHYSICAL	ENVIRONMENT			
054011	Baum Road Drainage Improvement	73,760	-	0.00%	73,760
062007*	Belair-Annawood Septic to Sewer	1,750,000	7,424	0.42%	1,742,576
067002	Blueprint 2000 Water Quality Enhancements	271,569	-	0.00%	271,569
036043	Capital Landfil Closure	15,160,306	2,275,605	15.01%	12,884,701
055011	Crump Road Drainage Improvements	415,674	-	0.00%	415,674
063010	Faulk Drive Pond Sediment Removal	250,000	16,409	6.56%	233,591
063005	Fords Arm	2,872,882	233,205	8.12%	2,639,677
076009	Geographic Information Systems	499,014	426,738	85.52%	72,276
076060	GIS Incremental Basemap Update	298,500	298,500	100.00%	-
036042	Hazardous Waste Vehicle/Equipment Replacement	218,500	43,057	19.71%	175,443
036019	Household Hazardous Waste Improvements	85,650	-	0.00%	85,650
064001	Killearn Acres Flood Mitigation	497,677	-	0.00%	497,677
064006	Killearn Lakes Plantation Stormwater	1,391,936	42,415	3.05%	1,349,521
061001	Lake Henrietta Renovations	822,554	-	0.00%	822,554
062001	Lake Munson Restoration	225,504	-	0.00%	225,504
036002	Landfill Improvements	147,213	11,032	7.49%	136,181
062004	Longwood Outfall Retrofit	223,345	-	0.00%	223,345
062008*	NE Lake Munson Septic to Sewer	2,750,000	-	0.00%	2,750,000
045007	Pedrick Pond Stormwater Improvements	40,720	9,818	24.11%	30,902
076015	Permit & Enforcement Tracking System	150,000	29,716	19.81%	120,284
036033	Rural Waste Vehicle and Equipment Replacement	395,565	-	0.00%	395,565
036003	Solid Waste Heavy Equipment/Vehicle Replacement	298,686	160,311	53.67%	138,375
036028	Solid Waste Master Plan	71,971	68,835	95.64%	3,136
036041	Solid Waste Pre-Fabricated Buildings	49,063	32,498	66.24%	16,565
067006	Stormwater Infrastructure Preventative Maintenance	1,050,000	8,621	0.82%	1,041,379
066026	Stormwater Pond Repairs	149,185	33,800	22.66%	115,385
066003	Stormwater Structure Inventory and Mapping	611,720	599,496	98.00%	12,224
026004	Stormwater Vehicle/Equipment Replacement	382,676	139,934	36.57%	242,742
066004	TMDL Compliance Activities	350,000	10,000	2.86%	340,000
	Transfer Station Heavy Equipment Replacement	87,209	73,964	84.81%	13,245

FY 2018 Annual Performance and Financial Report

PHYSICAL ENVIRONMENT (Continued)

	TOTAL PHYSICAL ENVIRONMENT	37,007,110	4,589,174	12.40%	\$32,417,936
062003*	Woodville Sewer Project	1,500,000	-	0.00%	1,500,000
061003*	Woodside Heights Sewer Project - FDEP	3,091,448	44,330	1.43%	3,047,118
061002*	Woodside Heights Sewer Project - NWFWMD	8,230	8,229	99.99%	1
062005	Westside Stormwater	400,000	-	0.00%	400,000
036023	Transfer Station Improvements	416,553	15,238	3.66%	401,315

TRANSPORTATION

		Adjusted	YTD	% of Budget	Project
Project #	Project Description	Budget	Activity	Expended	Balance
026015	Arterial & Collector Roads Pavement Markings	138,821	102,586	73.90%	36,235
056001	Arterial/Collector and Local Road Resurfacing	5,806,579	4,945,215	85.17%	861,364
056005	Community Safety & Mobility	1,725,341	305,045	17.68%	1,420,296
057001*	Intersection and Safety Improvements	5,064,563	74,828	1.48%	4,989,735
055010*	Magnolia Drive Multi-Use Trail	199,330	-	0.00%	199,330
026022	New Public Works Vehicles	545,800	446,697	81.84%	99,103
053003	North Monroe Turn Lane	47,449	47,449	100.00%	-
053007*	Old Bainbridge Road Safety Improvements	322,000	-	0.00%	322,000
026006	Open Graded Cold Mix Maintenance/Resurfacing	1,176,311	266,669	22.67%	909,642
056011	Public Works Design and Engineering Services	138,434	40,754	29.44%	97,680
026005	Public Works Vehicle/Equipment Replacement	958,108	562,911	58.75%	395,197
056013	Sidewalk Program	3,664,546	930,115	25.38%	2,734,431
051008	Springhill Road Bridge Rehabilitation	350,500	-	0.00%	350,500
057013	Street Lights Program - Unincorporated Areas	250,000	37,066	14.83%	212,934
057917	Tower Oaks 2/3 Program	594,821	14,673	2.47%	580,148
056010	Transportation and Stormwater Improvements	3,250,010	160,128	4.93%	3,089,882
	TOTAL TRANSPORTATION	\$24,232,613	7,934,136	32.74%	\$16,298,477

^{*} The remaining funds for the joint/grant funded projects are budgeted as grants and the additional expenditure is reported in the Grants section of the report.

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GRANTS PROGRAM SUMMARY

The County utilizes grants to fund a number of programs and activities in Leon County. As reflected in the table below, the County is currently administering approximately \$25.3 million in grant funding. As grants often cross multiple fiscal years, it is not uncommon to see the actual expenditures for a fiscal year less than the total funding available. All balances are carried into the subsequent fiscal year consistent with any grant award requirements.

Most grants are accepted by the County and placed within one of three funds, SHIP Grants (Fund 124), Reimbursement Grants (Fund 125) and Interest Bearing Grants (Fund 127). While placed in a Grants Fund, a program budget can be a federal or state authorization, a contractual arrangement between two governing bodies, a contract between the County and a non-governmental entity, a method to keep a specific revenue source separate from operating budgets, or a pure grant award.

Some programs are anticipated as part of the regular budget process: Mosquito Control, the Underground Storage Tank Program, the FDLE Justice Assistance Grant (JAG), the Department of Health Emergency Medical Grant, and the Emergency Management Base Grants. These grant funds are administered within various County department operating budgets, and are reported in the expenditure section of the annual report.

The Grants Program is cooperatively monitored by department program managers, the Office of Management and Budget (OMB), and the Clerk's Finance Division. OMB monitors all aspects of these grants, particularly block grants. Program Managers in conjunction with OMB often pursue grants independently and administer grants throughout the year. OMB and the Clerk's Finance Division monitor overall expenditures and revenues as well as coordinate the year-end close-out and carry forward processes with all grant funded programs.

Budget by Administering Department						
Department	% of Total	FY18	FY18	Balance		
Department	Grants	Budget	Expended	Balance		
Administration	2.79%	707,896	379,224	328,672		
Dev. Sup. & Environmental Management	1.01%	255,192	158,423	96,769		
Emergency Medical Services	0.84%	213,669	58,155	155,514		
Library Services	1.79%	453,343	48,500	404,843		
Human Services and Community Partnerships	9.60%	2,437,432	1,590,665	846,767		
Resource Stewardship	10.09%	2,561,037	493,154	2,067,883		
Public Works	70.69%	17,939,168	2,560,054	15,379,114		
Intervention & Detention Alternatives	0.82%	207,443	84,835	122,608		
Constitutional	1.33%	336,610	206,003	130,607		
Judicial	0.69%	175,907	136,960	38,947		
Miscellaneous	0.35%	90,000	0	90,000		
SUBTOTAL:	100%	25,377,697	5,715,974	19,661,723		
Minus Operating/Transfers Grants (e.g. Mosquito Control)		2,700,281	1,536,735	1,163,546		
TOTAL		22,677,416	4,179,239	18,498,177		

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Grants Program Summary

			FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Administration					
915068	Leon Works Expo/Junior Apprentice	Funding from the Florida Legislature, through Tallahassee Community College to support the 2017 Leon Works Expo and an entry level skills training initiative through Leon Works Junior Apprenticeship Program	46,099	46,099	0.0%
952001	EMPG Base Grant		87,279	75,946	13.0%
952002	EMPA Base Grant		121,506	105,741	13.0%
952003	EM-SHSGP Federal Grant	Funding for Emergency Management Preparedness & Assistance and Emergency Management Performance Grant Program	30,000	25,250	15.8%
952004	EM-SHSGP Federal Grant		107,912	56,538	47.6%
952005	EMPG Base Grant		88,139	10,179	88.5%
952006	EMPA Base Grant		105,806	14,096	86.7%
864	Emergency Management Base Grant	Emergency management activities (operating)	121,155	45,374	62.5%
	Subtotal:		707,896	379,224	46.4%
Development Su 866	upport & Environment Management DEP Storage Tank Program	Annual Inspections of petroleum storage tank facilities, tank removals and abandonments (operating)	166,722	158,423	5.0%
951065	HMGP Waterfront Drive Elevation	Florida Division of Emergency Management Hazard Mitigation Grant for the elevation of a private residential structure on Waterfront Drive out of the Base Flood Zone to meet floodplain management requirements.	88,470	-	100.0%
	Subtotal:		255,192	158,423	37.9%

Fiscal Year 2018 Annual Financial Report

Grants Program Summary

			FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Public Services Emergency Medical Serv	ices				
961045	EMS Equipment	EMS equipment	61,824	=	100.0%
961056*	DOH-EMS Match M5055	Funding from the Florida Department of Health for CPR training to the public	43,155	43,155	100.0%
961059*	DOH-EMS Match M6038	Fundign from Florida Department of Health for the purchase of 20 video laryngoscopes	48,035	-	100.0%
961060*	DOH-EMS Match M6039	Funding from the Florida Department of Health for CPR training to the public	45,655	-	100.0%
961058	BBHCC Equipment Grant	Funding from Big Bend Healthcare Coalition for the replacement of non-servicable and expired mass casualty equipment and supplies for EMS.	15,000	15,000	100.0%
	Subtotal:		213,669	58,155	72.8%
Library Services					
912013	E-Rate	Federal Communications Commission funding for the purchase of Internet access computers and related charges	33,684	16,125	52.1%
913023	Patron Donations	Individual patron donations designated for particular use within the library system	120,589	1,387	98.8%
913024	Capelouto Donation	Donation to the Library to purchase Holocaust materials	2,560	595	76.8%
913045	Friends-Literacy	Annual donation in support of basic literacy	50,553	7,357	85.4%
913093	FHC Great American Read Grant	Florida Humanities Council funding for The Great American Read Grant.	6,043	875	85.5%
913115*	Friends Endowment	Endowment funds from Friends of the Library, a 501 (c)(3) support group	157,692	12,162	92.3%
913200*	Van Brunt Library Trust	Proceeds from the Caroline Van Brunt estate dedicated to the Library	82,222	10,000	87.8%
	Subtotal:		453,343	48,500	89.3%

Fiscal Year 2018 Annual Financial Report

Grants Program Summary

			FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Human Services and C	ommunity Partnerships	=			
1	Housing				
932016	Florida Hardest Hit Program	Contract for HHF Advisory Services for the HFA Florida Hardest Hit Fund Unemployment Mortgage Assistance Program and Mortgage Loan Reinstatement Program	8,146	-	100.0%
932019	HFA Emergency Repairs	Housing funds from the Housing Finance Authority for emergency repairs	42,439	25,084	40.9%
932047	SHIP 2014-2017	Affordable housing (operating)	42,883	18,525	56.8%
932048	SHIP 2015-2018	Affordable housing (operating)	509,108	486,731	4.4%
932049	SHIP 2016-2019	Affordable housing (operating)	620,721	161,750	73.9%
932050	SHIP Disaster Fund	Allocation for declared disasters	287,821	287,821	0.0%
932051	SHIP Housing Counseling Fur	nd Assistance/Counseling for first time home buyers or prospective home buyers	13,899	7,000	49.6%
932052	2017/2018 SHIP Funding (SHIP 2017-2020)	Affordable housing (operating)	398,841	135,487	66.0%
932077	CDBG 2013 Community Development Block Grant	CDBG Small Cities grant for housing rehabilitation and replacement	513,574	468,268	
	Subtotal:		2,437,432	1,590,665	34.7%

Fiscal Year 2018 Annual Financial Report

Grants Program Summary

			FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Resource Stewardship					
Parks and Recreation					
042006	Innovation Park Trail	Funding from the Leon County Research & Development Authority for a proposed trail to be constructed around the Innovation Park Central Pond.	184,904	27,125	85.3%
044003	Miccosukee Canopy Road Greenway	Construction/trail improvements on the Miccosukee Canopy Road Greenway	165,187	-	100.0%
047001	St. Marks Headwaters Greenway	Construction/trail improvements on the St. Marks Headwaters Greenway	1,344,682	348,699	
921043	Boating Improvement	State funding for boating improvements - Completed Reeves Landing, Lake Talquin Restrooms, New Cypress Landing; Rhoden Cove is pending	98,997	9,055	90.9%
921064	Amtrak Community Room		1,231	-	100.0%
921116*	Miccosukee Community Center	r	9,007	1,760	80.5%
921126*	Chaires Community Center		22,667	-	100.0%
921136*	Woodville Community Center	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for	39,276	2,000	94.9%
921146*	Fort Braden Community Center		22,301	9,842	55.9%
921156*	Bradfordville Community Center		21,602	20,717	4.1%
921166*	Lake Jackson Community Center		24,065	12,032	50.0%
Facilities Mana	gement				
925017	BP Horizon Oil Spill	Funding to pursue programming for the Capital City Amphitheater as well as future building improvements for the amphitheater	626,693	61,775	90.1%
915058	Community Foundation of North Florida	Donation providing for the annual placement of a wreath at the WWII Memorial	425	150	64.6%
S	ubtotal:		2,561,037	493,154	80.7%

Fiscal Year 2018 Annual Financial Report

Grants Program Summary

Org	Grant/Program	Description/Purpose	FY18 Budget	Spent	% Unspent
Public Works		-			
916017	Big Bend Scenic Byway	Phase 2 of the development of a series of improvements along the Big Bend Scenic Byway	889,792	-	100.0%
214	Mosquito Control	Mosquito control activities (operating)	53,962	4,578	91.5%
921053*	Tree Bank	Payment for the planting of trees which can not be practically planted on development sites	44,922	8,433	81.2%
001000*	Side Walks District 1	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	13,503	-	100.0%
002000*	Side Walks District 2	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	23,888	-	100.0%
003000*	Side Walks District 3	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	67,880	-	100.0%
004000*	Side Walks District 4	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	53,146	-	100.0%
005000*	Side Walks District 5	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	8,390	-	100.0%
052004	Smith Creek Bike Lanes	Funding from Florida Department of Transportation to design bicycle lanes on a portion of Smith Creek Road	110,000	-	100.0%
053007	Old Bainbridge RD Safety Improvements	Funding from Florida Department of Transportation for design and safety improvements on Old Bainbridge Road at Knots Lane and North Monroe to Gadsden County line	103,071	-	100.0%
054010	Beechridge Trail Improvements	Significant Benefit Funds	3,928	-	100.0%
055010	Magnolia Drive Multi-use Trail	Funding for design and construction of Magnolia Drive Multi-use trail	5,436,374	98,200	98.2%
057001	Intersection and Safety Improvements	Capacity Fee for intersection improvements	13,121	-	100.0%
061002	NWFWMD Grant-Woodside Heights	Funding for the Woodside Heights subdivision septic to sewer conversion project	60,994	60,994	0.0%
061003	Woodside Heights- DEP	Funding for the Woodside Heights subdivision septic to sewer conversion project	2,327,579	2,327,579	0.0%
062003	Woodville Sewer Project	Springs restoration grant for Woodville septic to sewer project	1,500,000	-	100.0%
062006	BP Comp Wastewater Treatment Project	Funding is for the Comprehensive Wastewater Treatment Facilities Plan project reimbursed through Blueprint 2000	500,000	-	100.0%
062007	Belair-Annawood Septic to Sewer Grant	Funding from the Florida Department of Environmental Protection for Belair-Annawood septic to sewer project	1,750,000	60,271	100.0%

Fiscal Year 2018 Annual Financial Report

Grants Program Summary

			FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
062008	NE Lake Munson Septic to Sewer	Funding from the Florida Department of Environmental Protection for Lake Munson septic to sewer project	2,750,000	-	100.0%
918001	Southwood Payment - Woodville Highway	Proportional share	50,178	-	100.0%
926018	Westminster Oaks Pedestrian Crossing	Funding from Insertsection and Safety Improvements Capital Improvement Project for installation of a pedestrain crossing.	11,159	-	100.0%
926105	Robinson Rd Flood Relief	Legislative Appropriation	12,905	-	100.0%
926155	Woodville Heights Sewer Project	Legislative Appropriation	16,247	-	100.0%
927018	USEPA Clean Water campaign	Florida Department of Environmental Protection pass through grant for the United State Environmental Protection Agency (USEPA) "Water & You, Clean Water Campaign" project.	100,000	-	100.0%
927128	Advanced Septic Pilot Project	Funds from the Florida Department of Environmental Protection Springs Restoration Grant for a Passive Onsite Sewage Nitrogen Reduction Pilot Project	1,500,000	-	100.0%
009010	Significant Benefit District 1	Fee paid by developers to County for road and safety improvements	84,669	-	100.0%
009009	Significant Benefit District 2	Fee paid by developers to County for road and safety improvements	373,193	-	100.0%
009011	Significant Benefit District 3	Fee paid by developers to County for road and safety improvements	2,415	-	100.0%
009012	Significant Benefit District 4	Fee paid by developers to County for road and safety improvements	77,852	-	100.0%
	Subtotal:	·	17,939,168	2,560,054	85.7%
Intervention and Deter Supervised Pre-trial Rel					
982061	FDLE JAG Grant Pretrial FY16	Funding for positions in drug/alcohol testing programs (operating)	40,000	-	100.0%
915013	Slosberg-Driver's Education	A program that funds organizations providing driver education	167,443	84,835	49.3%
	Subtotal:		207,443	84,835	59.1%

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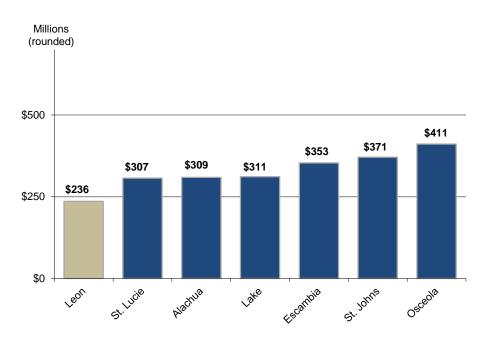
Grants Program Summary

		benotes interest bearing Grant	FY18		
Org	Grant/Program	Description/Purpose	Budget	Spent	% Unspent
Constitutional					
953017	2016/2017 Federal Elections Grant	State of Florida Division of Elections funding designed to provide funding to enhance elections security for 2017	55,165	55,202	-0.1%
953018	2017/2018 Federal Elections Grant	State of Florida Division of Elections funding designed to provide funding to enhance elections security for the 2018 Primary and General Elections.	36,881	-	100.0%
953019	Elections Security Grant	State of Florida Division of Elections funding designed to provide funding to enhance elections security for the 2018 Primary and General Elections.	231,112	141,069	39.0%
953020	ALBERT Monitoring Grant	Division of Elections funding for Albert Network Monitoring Solution grant for the purchase of Albert Sensors network monitoring, software, maintenance, and monitoring services.	13,452	9,732	27.7%
S	Subtotal:		336,610	206,003	38.8%
<u>Judicial</u>					
943085	DCF - Drug Testing	Testing and treatment cost relating to Adult Drug Court	50,907	37,161	27.0%
944010	Veterans Drug Court	Funding received to pay for testing and treatment costs related to Veterans Drug Court	125,000	99,799	20.2%
S	Subtotal:		175,907	136,960	22.1%
Miscellaneous					
991	Grant Match Funding	Funding set aside to meet grant matching requirements	90,000		100.0%
	Subtotal:		90,000	-	100.0%
Grants Subtotal			25,377,697	5,715,974	19,661,723
Less Operating Grants			2,700,281	1,536,735	1,163,546
TOTAL			22,677,416	4,179,239	81.6%

Fiscal Year 2018 Annual Performance and Financial Report

Comparative Data for Like-Sized Counties

Total Net Budget (FY18)

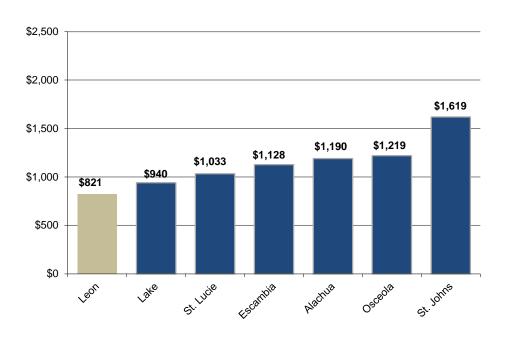


Leon County has the lowest operating budget among like-sized counties, with a net budget of \$236 million. St. Lucie County's net budget is 30% higher than Leon County's.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Source: FY18 Leon County Office of Management and Budget Survey

Net Budget per Countywide Resident (FY18)



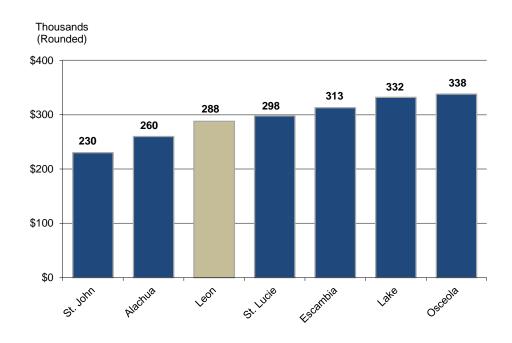
Leon County spends the least dollars per county resident of all like-sized counties. The next closest County's net budget per capita is 14% higher than Leon County's (Lake County). St. Johns County spends almost two times the amount per resident that Leon County does.

Source: Florida Office of Economic & Demographic Research, 4/1/2017 & FY18 Leon County Office of Management and Budget Survey

Fiscal Year 2018 Annual Performance and Financial Report

Comparative Data for Like-Sized Counties

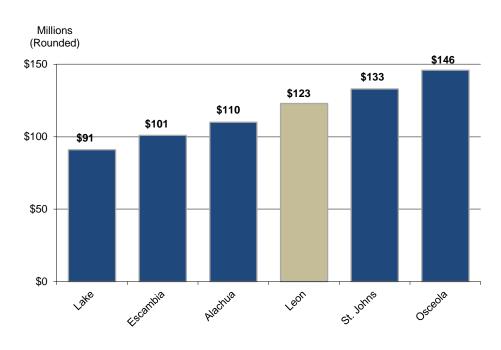
Countywide Population (2017)



The University of Florida Bureau of Economic and Business Research estimated the Leon County 2017 population at 287,899 residents. The selection of comparative counties is largely based on population served.

Source: University of Florida, Bureau of Economic and Business Research, 10/17/2017

Anticipated Ad Valorem Tax Collections (FY18)

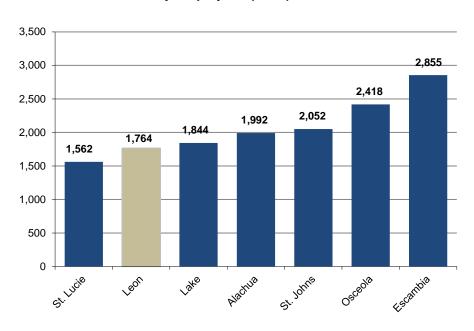


Among the like-sized counties, Leon County collects \$123 million in ad valorem taxes. Leon County collects \$6 million more than the mean collection (\$117 million). Due to the 2008 passage of property tax reform referendum and enabling legislative actions, ad valorem tax collections rates were significantly impacted in all counties. In addition, decreased property valuations associated with the recession and a repressed housing market will further affect collections in the near term. Ad valorem taxes account for 50% of the County's operating revenue.

Source: Florida Department of Revenue 2017 Taxable Value by County

Comparative Data for Like-Sized Counties

Total Number of County Employees (FY18)

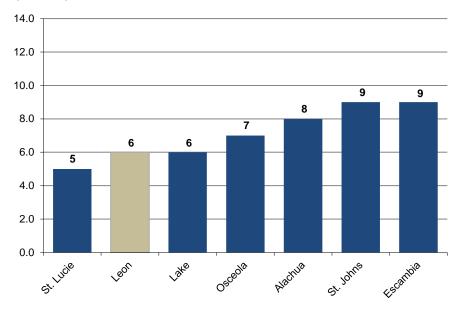


County employees consist of Board, Constitutional, and Judicial Offices. Leon County continues to rank the second lowest number of county employees among like-size counties.

All of the comparable counties surveyed reported a higher number of employees than reported in FY17.

Source: FY18 Leon County Office of Management and Budget Survey

County Employees per 1,000 Residents (FY17) (Rounded)



Leon County ranks second (tied with Lake County), with a ratio of 6 employees for every thousand County residents.

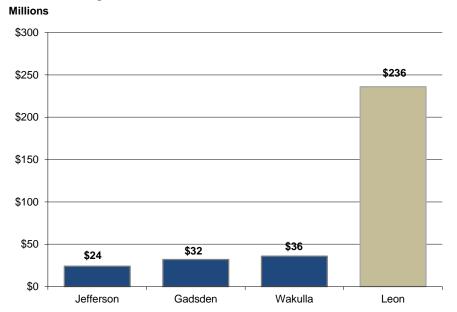
Source: University of Florida, Bureau of Economic and Business Research, 10/17/2017 & FY18 Leon County Office of Management and Budget Survey

^{*} Comparative Counties updated based on 2017 population estimates. Source: University of Florida, Bureau of Economic and Business Research, 10/17/2017.

Fiscal Year 2018 Annual Performance and Financial Report

Comparative Data for Surrounding Counties

Total Net Budget (FY18)

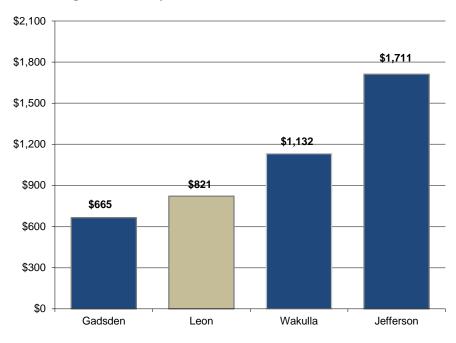


Leon County ranks highest in operating budget among surrounding counties, with a net budget of \$236.4 million. Jefferson County ranks lowest with a net budget of \$24.9 million.

As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.

Source: FY18 Leon County Office of Management and Budget Survey

Net Budget Per Countywide Resident (FY18)



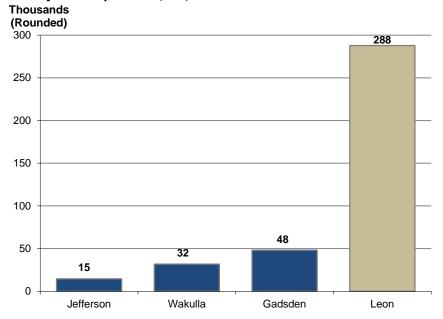
Leon County is the second lowest for dollars spent per county resident. Gadsden County spends 19% less per county resident.

Source: University of Florida: Bureau of Economic and Business Research, 10/17/2017 & FY18 Leon County Office of Management and Budget Survey

Fiscal Year 2018 Annual Performance and Financial Report

Comparative Data for Surrounding Counties

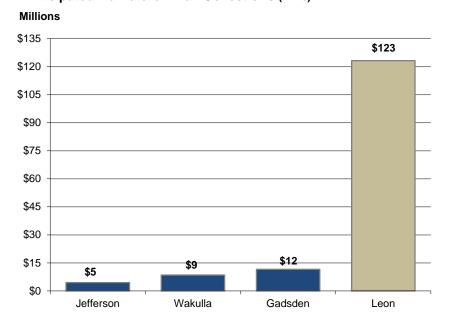
Countywide Population (2017)



The University of Florida Bureau of Economic and Business Research estimated the 2017 Leon County population at 287,899. Leon County has approximately 240,000 more residents than neighboring Gadsden County which has the next highest population. Of the surrounding counties, Leon has the highest projected population growth rate since the 2010 census at 4.51% compared to Gadsden (4.04%), Wakulla (3.68%), and Jefferson (-1.02%).

Source: University of Florida, Bureau of Economic and Business Research, 10/17/2017

Anticipated Ad Valorem Tax Collections (FY18)



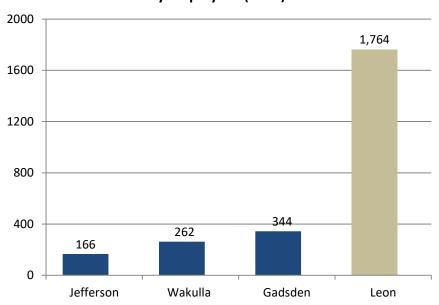
Among the surrounding counties, Leon County collects the highest amount of ad valorem taxes.

Source: Florida Department of Revenue 2017 Taxable Value by County

Fiscal Year 2018 Annual Performance and Financial Report

Comparative Data for Surrounding Counties

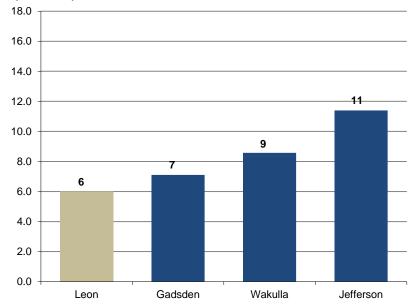
Total Number of County Employees (FY18)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

Source: FY18 Leon County Office of Management and Budget Survey

Total County Employees per 1,000 Residents (FY18) (Rounded)



Leon County has a ratio of 6 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

Source: University of Florida, Bureau of Economic and Business Research, 10/17/2017 & FY18 Leon County Office of Management and Budget Survey

Net Budget per Countywide Resident

County	Net Budget Per Capita	Staff Per 1,000
Columbia County	\$592	9.4
Gadsden County	\$655	7.1
Suwannee County	\$695	7.8
Leon County	\$821	6.1
Holmes County	\$834	8.4
Santa Rosa County	\$853	5.4
Washington County	\$897	8.8
Okeechobee County	\$917	9.5
Sumter County	\$933	5.5
Lake County	\$940	5.6
Seminole County	\$943	6.5
Brevard County	\$959	6.5
Citrus County	\$980	7.6
Highlands County	\$981	8.8
Marion County	\$985	7.3
Flagler County	\$997	7.3
Lee County	\$1,009	7.6
Saint Lucie County	\$1,033	5.2
Okaloosa County	\$1,080	7.8
Pinellas County	\$1,120	5.5
Escambia County	\$1,128	9.1
Wakulla County	\$1,132	9.5
Polk County	\$1,145	6.5
Baker County	\$1,155	6.6
Alachua County	\$1,190	7.7
Gilchrist County	\$1,191	10.7
Pasco County	\$1,201	7.9
Bay County	\$1,203	3.8
Hernando County	\$1,217	8.1
Osceola County	\$1,219	7.2
Clay County	\$1,256	6.8

County	Net Budget Per Capita	Staff Per 1,000
Bradford County	\$1,264	8.5
Hardee County	\$1,268	7.4
Nassau County	\$1,291	9.1
Volusia County	\$1,332	6.4
Madison County	\$1,340	9.5
Calhoun County	\$1,352	9.1
Orange County	\$1,370	7.9
Jackson County	\$1,398	4.6
Hillsborough County	\$1,515	7.1
Hendry County	\$1,517	9.3
Saint Johns County	\$1,619	8.9
Palm Beach County	\$1,629	8.0
Levy County	\$1,663	9.8
Indian River County	\$1,683	9.7
DeSoto County	\$1,686	9.2
Manatee County	\$1,703	9.0
Jefferson County	\$1,711	11.4
Duval County	\$1,745	7.9
Lafayette County	\$1,784	9.4
Sarasota County	\$1,803	8.8
Miami-Dade County	\$1,803	9.9
Hamilton County	\$1,866	13.4
Broward County	\$1,972	6.4
Charlotte County	\$1,997	11.1
Martin County	\$2,019	11.0
Glades County	\$2,023	8.4
Walton County	\$2,311	15.6
Collier County	\$2,630	10.2
Gulf County	\$3,325	11.0
Monroe County	\$4,020	17.2
Franklin County	\$4,297	14.0

Notes

^{1.} Population data source: University of Florida, Bureau of Economic and Business Research, 10/17/2017.

^{2.} The following counties were non-responsive to survey requests: Dixie, Duval, Liberty, Putnam, Seminole, Taylor & Union. Information on Duval and Seminole Counties were retrieved from their respective FY 2018 budget documents.

Percent of Exempt Property

County	%Exempt	Net Budget Per Capita	Staff Per 1,000
Collier County	11%	\$2,630	10.2
Walton County	12%	\$2,311	15.6
Palm Beach County	16%	\$1,629	8.0
Lee County	17%	\$1,009	7.6
Manatee County	17%	\$1,703	9.0
Martin County	17%	\$2,019	11.0
Sarasota County	18%	\$1,803	8.8
Miami-Dade County	18%	\$1,803	9.9
Indian River County	19%	\$1,683	9.7
Seminole County	19%	\$943	6.5
Saint Johns County	20%	\$1,619	8.9
Broward County	20%	\$1,972	6.4
Sumter County	21%	\$933	5.5
Monroe County	21%	\$4,020	17.2
Nassau County	22%	\$1,291	9.1
Orange County	22%	\$1,370	7.9
Hardee County	22%	\$1,268	7.4
Pinellas County	23%	\$1,120	5.5
Okaloosa County	23%	\$1,080	7.8
Charlotte County	23%	\$1,997	11.1
Hamilton County	23%	\$1,866	13.4
Bay County	24%	\$1,203	7.3
Osceola County	25%	\$1,219	7.2
Hillsborough County	25%	\$1,515	7.1
Saint Lucie County	26%	\$1,033	5.2
Polk County	27%	\$1,145	6.5
Flagler County	27%	\$997	7.3
Suwannee County	27%	\$695	7.8
Lake County	28%	\$940	5.6
Volusia County	28%	\$1,332	6.4
Franklin County	28%	\$4,297	14.0

County	%Exempt	Net Budget	Staff Per
		Per Capita	1,000
Citrus County	28%	\$980	7.6
Pasco County	29%	\$1,201	8.3
DeSoto County	28%	\$1,686	9.2
Okeechobee County	29%	\$917	9.5
Marion County	30%	\$985	7.3
Washington County	30%	\$897	8.8
Madison County	30%	\$1,340	9.5
Duval County	31%	\$1,745	7.9
Clay County	31%	\$1,256	6.8
Highlands County	31%	\$981	8.8
Gulf County	32%	\$3,325	11.0
Calhoun County	32%	\$1,352	9.1
Santa Rosa County	32%	\$853	5.4
Bradford County	32%	\$1,264	8.5
Gilchrist County	33%	\$1,191	10.7
Levy County	34%	\$1,663	9.8
Columbia County	35%	\$592	9.4
Hernando County	35%	\$1,217	8.1
Jefferson County	36%	\$1,711	11.4
Escambia County	37%	\$1,128	9.1
Brevard County	38%	\$959	6.5
Jackson County	38%	\$1,398	4.6
Leon County	38%	\$821	6.1
Wakulla County	40%	\$1,132	9.5
Gadsden County	40%	\$665	7.1
Lafayette County	41%	\$1,784	9.4
Holmes County	42%	\$834	8.4
Baker County	42%	\$1,155	6.6
Hendry County	44%	\$1,517	9.3
Alachua County	46%	\$1,190	7.7
Glades County	62%	\$2,023	8.4

Note: The following counties were non-responsive to survey requests: Dixie, Duval, Liberty, Putnam, Seminole, Taylor & Union. Information on Duval and Seminole Counties were retrieved from their respective FY 2018 budget documents.

Total County Employees per 1,000 Residents

County	Staff Per 1,000	# of Employees	Population
Jackson County	4.6	230	50,418
Saint Lucie County	5.2	1,561.55	297,634
Santa Rosa County	5.4	921	170,835
Pinellas County	5.5	5,275	962,003
Sumter County	5.5	662	120,700
Lake County	5.6	1,844	331,724
Leon County	6.1	1,764	287,899
Broward County	6.4	12,058	1,873,970
Volusia County	6.4	3,355	523,405
Polk County	6.5	4,310.07	661,645
Brevard County	6.5	3,763	575,211
Seminole County	6.5	2,941	454,757
Baker County	6.6	180	27,191
Clay County	6.8	1,415	208,549
Flagler County	7.3	767	105,157
Holmes County	8.4	170	20,210
Hillsborough County	7.1	9,861	1,379,302
Gadsden County	7.1	344	48,263
Osceola County	7.2	2,418	337,614
Marion County	7.3	2,559	349,267
Bay County	7.4	1,302	178,820
Hardee County	7.4	204	27,426
Citrus County	7.6	1,094	143,801
Lee County	7.6	5,306	698,468
Alachua County	7.7	1,992	260,003
Okaloosa County	7.8	1,532	195,488
Suwannee County	7.8	350	44,690
Duval County	7.9	7,374	936,811
Orange County	7.9	10,405	1,313,880
Palm Beach County	8.0	11,325	1,414,144
Bradford County	8.5	235	27,642

County	Staff Per	# of	Population
Washington County	1,000	Employees	24.005
Washington County	8.8	220	24,985
Hernando County	8.1	1,470.25	181,882
Pasco County	8.3	4,186	505,709
Glades County	8.4	110	13,087
Highlands County	8.8	902	102,138
Sarasota County	8.8	3,588	407,260
Saint Johns County	8.9	2052.01	229,715
Manatee County	9.0	3,307	368,782
Lafayette County	9.4	80	8,479
Escambia County	9.1	2,854.54	313,381
Nassau County	9.1	735.86	80,456
Calhoun County	9.1	136	15,001
DeSoto County	9.2	328	35,621
Hendry County	9.3	363	39,057
Columbia County	9.4	650	68,943
Okeechobee County	9.5	392	41,140
Madison County	9.5	184	19,377
Wakulla County	9.5	304	31,909
Indian River County	9.7	1444.97	148,962
Levy County	9.8	400	41,015
Miami-Dade County	9.9	27200	2,743,095
Collier County	10.2	3651.91	357,470
Gilchrist County	10.7	185	17,224
Martin County	11	1,679.50	153,022
Gulf County	11	180	16,297
Charlotte County	11	1,909.50	172,720
Jefferson County	11.4	166	14,611
Hamilton County	13	197.00	14,663
Franklin County	14	170.5	12,161
Walton County	16	1,016.25	65,301
Monroe County	17	1,321.7	76,889
		=,===	. 2,300

Note: The following counties were non-responsive to survey requests: Dixie, Duval, Liberty, Putnam, Seminole, Taylor & Union. Information on Duval and Seminole Counties were retrieved from their respective FY 2018 budget documents.

Leon County Board of County Commissioners

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointments to the Library Advisory Board

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:	Mary Smach, Agenda Coordinator		

Statement of Issue:

This agenda item seeks the Board's approval to ratify the Commissioner appointments of citizens to the Library Advisory Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify individual Commissioner appointments of citizens to the Library Advisory Board:

- a. Commissioner Dozier appoints Lorri Mon for a two-year term ending December 31, 2020.
- b. Commissioner Maddox appoints Vivian Wilson for a two-year term ending December 31, 2020.
- c. Commissioner Proctor appoints Tatiana Daguillard for a two-year term ending December 31, 2020.
- d. Commissioner Desloge appoints Christie Koontz for the remainder of the unexpired term ending December 31, 2019

Title: Commissioner Appointments to the Library Advisory Board

December 11, 2018

Page 2

Report and Discussion

Background:

Pursuant to Policy No. 03-15, "Board-Appointed Citizen Committees", a consent item is presented to fill vacancies for individual Commissioner appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Library Advisory Board (LAB)

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

<u>Composition:</u> Seven members are appointed by the Board with each Commissioner making one appointment. Members serve two-year terms, expiring December 31. There is a term limit of three consecutive terms per Policy No. 03-15. Members must be a Leon County Resident.

<u>Vacancy:</u> The terms of three members, Carole Fiore, Marcia Labat and Eddie Jackson are expiring on December 31, 2018. All three members have served three terms and are not eligible for reappointment per Policy No. 03-15. Member Lillie Anne Brown, whose term was due to end on December 31, 2019, has resigned. See Table #1 for members selected by the appointing Commissioner.

Table #1: Library Advisory Committee

Vacancy # terms served	Term Expiration	Eligible Applicant	Recommended Action
Carole Fiore termed out has served 3 terms	12/31/2018	Lorri Mon (Attachment #1)	Ratify Commissioner Dozier's appointment for a two-year term ending 12/31/2020
Marcia Labat termed out has served 3 terms	12/31/2018	Vivian Wilson (Attachment #2)	Ratify Commissioner Maddox' appointment for a two-year term ending 12/31/2020
Eddie Jackson termed out has served 3 terms	12/31/2018	Tatiana Daguillard (Attachment #3)	Ratify Commissioner Proctor's appointment for a two-year term ending 12/31/2020
Lillie Anne Brown resigned	12/31/2019	Christie Koontz (Attachment #4)	Ratify Commissioner Desloge's appointment for the remainder of the unexpired term ending 12/31/2019

Title: Commissioner Appointments to the Library Advisory Board

December 11, 2018

Page 3

Options:

- 1. Ratify individual Commissioner appointments of citizens to the Library Advisory Board:
 - a. Commissioner Dozier appoints Lorri Mon for a two-year term ending December 31, 2020
 - b. Commissioner Maddox appoints Vivian Wilson a for two-year term ending December 31, 2020.
 - c. Commissioner Proctor appoints Tatiana Daguillard for a two-year term ending December 31, 2020.
 - d. Commissioner Desloge appoints Christie Koontz for the remainder of the unexpired term ending December 31, 2019.
- 2. Board direction.

Recommendation:

Options #1 a.-d.

Attachments:

- 1. Mon application and resume
- 2. Wilson application
- 3. Daguillard application and resume
- 4. Koontz application and resume

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Plage 1 of 23 LIBRARY ADVISORY BOARD

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.

Name: Lorri Mon		Date: 11/19/2018 9:07:54PM
Home Phone: (850) 980-0662	Work Phone: (860)644-5776X	Email: lmon@fsu.edu
Occupation: DIRECTOR	Employer: FSU So	CHOOL OF INFORMATION
Preferred mailing location: Work	Address	
Work Address: 142 COLLEGIATE L		
SHORES BUILDING		
City/State/Zip: TALLAHASSEE,FL		
Home Address: 1553 CHOWKEEBI		
City/State/Zip: TALLAHASSEE,FL	32301	
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 v	vithin the City limits? No
For how many years have you lived in	and/or owned property in Leon Co	ounty? 12 years
Are you currently serving on a County	=	
If yes, on what Committee(s) are you a		
Have you served on any previous Leo		
If yes, on what Committee(s) are you a	a member?	
goals. Race: Caucasian	ory Committees that reflects the di ving information is needed to meet Sex: Female Age:	
Disabled? No	District:	
In the space below briefly describe Committees; your educational back Committee; any of your profession held them and whether they are eff which you participate; and reasons	kground; your skills and experier al licenses and/or designations a ective in Leon County; any chari	nce you could contribute to a and indicate how long you have table or community activities in

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

Name: CHRISTINE KOONTZ

Telephone: 8505566082

Address: 8788 MEGAN'S LANE TALLAHASSEE, FL 32309

Name:
Address:

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?
- 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: Lorri Mon

This application was electronically sent: 11/19/2018 9:07:54PM

Curriculum Vitae Lorri M. Mon

Last Revised: February 10, 2018

General Information

University address: School of Information

College of Communication and Information

SHORES BUILDING 0101G Florida State University

Tallahassee, Florida 32306-2100

Phone: 850-644-5776; Fax: 850-644-9473

E-mail address: lmon@fsu.edu

Web site: http://myweb.fsu.edu/lmon/

Professional Preparation

2006 Ph.D., University of Washington, Seattle. Major: Information Science.

1998 MILS, University of Michigan, Ann Arbor. Major: Information & Library

Science.

1986 B.A., San Francisco State University, San Francisco. Major: English.

Professional Experience

2016–Present Director, School of Information, Florida State University.

2015–2016 Associate Director, School of Information, Florida State University.

2012–present Associate Professor, College of Communication & Information, Florida State

University.

2006–2012 Assistant Professor, College of Communication & Information, Florida State

University.

2002–2006 Lecturer, Information School, University of Washington at Seattle.

Responsible for teaching online and face-to-face graduate courses in the Library and Information Science program as a doctoral student lecturer.

Vita for Lorri M. Mon

1998–2001 Electronic Government Information Services Librarian, University Library,

Government Documents Department, University of Illinois at Chicago.

Responsible for conducting reference and digital reference services, managing

Web servers, teaching workshops and creating Web pages.

Honors, Awards, and Prizes

FSU Graduate Teaching Award Nominee in 2017-2018, Florida State University (2017).

Best Poster Award, iConference, Annual Conference of the iSchools (2014).

ALISE Research Award, Association for Library and Information Science Education (2007). (\$5,000).

Elfreda Chatman Research Award, American Society for Information Science and Technology (ASIST SIG-USE) (2007). (\$1,000).

OCLC/ALISE Research Grant Award, OCLC/ALISE (2003). (\$15,000).

Current Membership in Professional Organizations

American Library Association (ALA) American Society for Information Science and Technology (ASIS&T) Association for Library and Information Science Education (ALISE) Florida Library Association (FLA)

Teaching

Courses Taught

Managing Makerspaces (LIS 5916)

Government Information (LIS5661)

Government Information (LIS5661)

Issues in Human Information Behavior (LIS6205)

Government Information (LIS5661)

Government Information (LIS5661)

Issues in Information Behavior (LIS6205)

Government Information (LIS5661)

Introduction to Information Services (LIS5603)

Issues in Information Studies: Social Media Management (LIS5916)

Issues in Information Studies: Social Media Management (LIS5916)

Government Information (LIS5661)

Intro to Information Services (LIS5603)

Issues in Information Studies: Virtual Reference Environments (LIS5916)

Government Information (LIS5661)

Issues in Information Studies: Virtual Reference Environments (LIS5916)

Government Information (LIS5661)

Vita for Lorri M. Mon

Government Information (LIS5661)

Issues in Information Studies: Virtual Reference Environments (LIS5916)

Intro to Information Services (LIS5603)

Issues in Information Studies: Intro to Information Professions (LIS5916)

Intro to Information Services (LIS5603) Intro to Information Services (LIS5603)

New Course Development

Managing Makerspaces (2017) Advanced Social Media (2013) Social Media Management (2012) Government Information (2008) Virtual Reference Environments (2007)

Curriculum Development

MS-IT Bridge Program (BS-IT/MS-IT) (2014)

Additional Teaching Not Reported Elsewhere

- Mon, L. M. (2011). Guest lecture panelist for "Teaching Online," LIS 6919 Doctoral Proseminar (doctoral course). FSU SLIS.
- Mon, L. M. (2011). Guest lecture, "Teaching with New Technologies" in LIS 6919 Doctoral Proseminar (doctoral course). FSU SLIS.
- Mon, L. M. (2010). *Guest lecture, LIS 6919 Doctoral Proseminar (doctoral course)*. FSU College of Communication & Information.
- Mon, L. M. (2010). Guest lecture, LIS 5020 Foundations of the Information Professions (Masters' course). FSU College of Communication and Information.
- Mon, L. M. (2009). *Guest lecture, LIS 6279 Research in Information Studies (doctoral course)*. FSU College of Communication and Information.
- Mon, L. M. (2009). *Guest lecture, LIS 6919 Doctoral Proseminar (doctoral course)*. FSU College of Communication and Information.
- Mon, L. M. (2008). *Guest lecture, LIS 5313 Digital Media: Concepts and Production (Master's course)*. FSU College of Communication and Information.

Mon, L. M. (2008). *Guest Lecture, LIS 3353 Technologies (undergraduate course)*. Florida State University.

Research and Original Creative Work

Publications

Invited Journal Articles

- Agosto, D., Mon, L. M., & Tang, R. (2014). Information Behavior on the Move: 2013 ASIS&T SIG/USE Research Symposium. *ASIS&T Bulletin*, 40(3), 27-32.
- Mon, L. M., & Williamson, J. (2012). Evolving and Emerging Research Methods: 2012 ASIS&T SIG/USE Symposium. *ASIS&T Bulletin*, *39*(*3*), 38-43.
- Mon, L. M. (2011). ipl2 Institute on the Future of Reference and Its Impact on LIS Education. *The Reference Librarian*, *52*(*4*), 281-283.
- Mon, L. M., & Harris, L. (2011). The Death of the Anonymous Librarian. *The Reference Librarian*, 52(4), 352-364.
- Randeree, E., & Mon, L. M. (2011). Searching for Answers in a Google World. *The Reference Librarian*, 52(4), 342-351.
- Harris, L., Kazmer, M. M., & Mon, L. M. (2007). A New Decade of Online LIS Education. Journal of Education for Library and Information Science, 48(1), 1-4.

Refereed Journal Articles

- Ndumu, A., & Mon, L. (submitted). An Investigation of the Experiences of Nicaraguan Costeño Librarians. *IFLA Journal*. Manuscript submitted for publication.
- Yu, B., Ndumu, A., & Mon, L. (in press). e-Inclusion or Digital Divide: An Integrated Model of Digital Inequality. *Journal of Documentation*.
- Mon, L., & Lee, J. (2015). Influence, Reciprocity, Participation and Visibility: Assessing the Social Library on Twitter. *Canadian Journal of Information and Library Science*, 39(3/4), 279-294.
- Mon, L. M. (2012). Professional Avatars: Librarians and Educators in Virtual Worlds. *Journal of Documentation*, 68(3), 318-329.

- Yi, Y. J., Stvilia, B., & Mon, L. M. (2011). Cultural Influences on Seeking Quality Health Information: An Exploratory Study of the Korean Community. *Library and Information Science Research*, *34*(1), 45-51.
- Mon, L. M. (2010). A Virtual Graduation Ceremony for Online Distance Students. *Educause Quarterly*, *33*(4), 1-14. Retrieved from http://www.educause.edu/EDUCAUSE+Quarterly/EDUCAUSEQuarterlyMagazineVolum/AVirtualGraduationCeremonyforO/219117
- Mon, L. M. (2010). Communication and Education in a Virtual World: Avatar-Mediated Teaching and Learning in Second Life. *International Journal of Virtual and Personal Learning Environments*, *1*(2), 1-15.
- Mon, L. M. (2009). Questions and Answers in a Virtual World: Educators and Librarians as Information Providers in Second Life. *Journal of Virtual Worlds Research*, *2*(1), 3-21. Retrieved from https://journals.tdl.org/jvwr/article/view/398/452
- Mon, L. M., Bishop, W. B., McClure, C., Mcgilvray, J., Most, L., Milas, T., & Snead, J. T. (2009). Geography of Virtual Questioning. *Library Quarterly*, 79(4), 393-420.
- Mon, L. M., & Randeree, E. (2009). On the Boundaries of Reference Services: Student Perceptions of Questioning on Library 2.0. *Journal of Education for Library and Information Science*, 50(3), 164-175.
- Stvilia, B., Mon, L. M., & Yi, Y. (2009). A Model for Online Consumer Health Information Quality. *Journal of the American Society for Information Science and Technology*, 60(9), 1781-1791.
- Mon, L. M., Abels, E. G., Agosto, D., Japzon, A., Most, L., Masnik, M., & Hamann, J. (2008). Remote Reference in U.S. Public Library Practice and LIS Education. *Journal of Education for Library and Information Science*, 49(3), 180-194.
- Pomerantz, J., Mon, L. M., & McClure, C. R. (2008). Evaluating Remote Reference Service: A Practical Guide to Problems and Solutions. *Portal: Libraries and the Academy*, 8(1), 15–30.
- Mon, L. M., & Janes, J. W. (2007). The Thank You Study: User Feedback in E-mail 'Thank You' Messages. *Reference and User Services Quarterly*, 46(4), 53-59.
- Mon, L. M. (2000). Digital Reference Service. *Government Information Quarterly*, 17(3), 309-318.

Invited Books

Koontz, C. M., & Mon, L. M. (2014). *Marketing & Social Media: A Management Guide for Libraries, Archives, and Museums*. Scarecrow Press, an imprint of Rowman & Littlefield, Publishers, Inc.

Refereed Books

Mon, L. (2015). *Social Media and Library Services*. Synthesis Lectures on Information Concepts, Retrieval, and Services, Morgan & Claypool.

Invited Book Chapters

- Mon, L. M. (2011). Public Library 2.0: New Technologies, Roles, and Challenges for Public Libraries. In J. Bertot, P. Jaeger, & C. R. McClure (Eds.), *Public Libraries and the Internet: Roles, Perspectives, and Implications* (pp. 59-73). Westport, CT: Libraries Unlimited.
- Agosto, D., Abels, E. G., Mon, L. M., & Harris, L. (2009). The Internet Public Library as Service-Based Experiential Learning. In L. Roy, L., K. Jensen, & A. Meyers (Eds.), *Service Learning: Linking Library Education and Practice* (pp. 133-141). Chicago: American Library Association.

Refereed Book Chapters

- Lee, J., Ryu, H., Mon, L., & Park, S. (2016). South Korean Citizens' Political Information Sharing on Twitter during the 2012 General Election. In Richard Davis, Christina Holtz-Bacha, & Marion Just (Eds.), *Twitter and Elections around the World:*Campaigning in 140 Characters or Less (Routledge Studies in Global Information, Politics and Society). Routledge.
- Mon, L., & Phillips, A. (2015). The Social Library in the Virtual Branch: Serving Adults and Teens in Social Spaces. In A. Woodsworth & D. Penniman (Ed.), *Advances in Librarianship 39*. Emerald Group Publishing.
- Hinnant, C. C., Lee, J., & Mon, L. M. (2013). Designing Online Information Systems for Volunteer-Based Court Appointed Special Advocate Organizations: The Case of Florida Guardian ad Litem. In S. Saeed, & C. M. Reddick (Eds.), *Human Centered System Design for E-Governance*. Hershey, PA: IGI Global.

- Radford, M., & Mon, L. M. (2008). Reference Service Encounters in Face-to-Face and Virtual Environments. In M. Radford, & P. Snelson (Eds.), *Academic Library Research:*Perspectives and Current Trends (pp. 1-47). Chicago: American Library Association.
- Mon, L. M. (2005). Face Threat. In K. E. Fisher, S. Erdelez, & E. F. McKechnie (Eds.), *Theories of Information Behavior: A Researcher's Guide* (pp. 149-152). Medford, NJ: Information Today.

Refereed Proceedings

- Tang, R., Mon, L., Beheshti, J., Li, Y., Pollock, D., Ni, C., Chu, S., Xiao, L., Caffrey, J., & Gentry, G. (2016). Needs assessment of ASIS&T publications: Bridging information research and practice. In *Proceedings of the Association for Information Science and Technology* (pp. 1-10). Association for Information Science and Technology. Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/pra2.2016.14505301054/abstract
- Mon, L., & Lee, J. (2014). Twitter and the Virtual Branch: the Public Library in Social Space. In *iConference 2014* (pp. 1043-1045). iSchools, iConference 2014 Proceedings. Retrieved from doi:10.9776/14369
- Lee, J., Ryu, H., & Mon, L. M. (2013). Citizens' Use of Twitter in Political Information Sharing in South Korea. In *13th iConference 2013*. Forth Worth, TX.
- Lee, J. S., Hinnant, C., & Mon, L. M. (2012). The Adoption of Online Technology by Volunteer-Based Organizations: The Case of a State Guardian ad Litem Program. In *13th International Conference on Digital Government Research* (pp. 282-284). College Park, MD.
- Radford, M. L., Shah, C., Mon, L. M., & Gazan, R. (2011). Stepping Stones to Synergy: Social Q&A and Virtual Reference. In Allard, S., & Connaway, L. (Eds.), *Proceedings of the American Society for Information Science and Technology, October 9–13, 2011, New Orleans, LA, USA* (pp. 4). Silver Springs, MD: American Society for Information Science and Technology.
- Mon, L. M. (2008). Question-Answering and Digital Collections: Tools for Online Learning within the Digital Library. In Spiro, L., & Christel, M. G. (Eds.), *Joint Conference on Digital Libraries Conference 2007, Vancouver, BC, Canada* (pp. 14-15). Bulletin of IEEE Technical Committee on Digital Libraries. Retrieved from http://www.ieee-tcdl.org/Bulletin/v4n1/mon/mon.html

- Mon, L. M., Bishop, B. W., McClure, C. R., McGilvray, J., Most, L., Milas, T. P., & Snead, J. T. (2008). The Geography of Virtual Questioning: Mapping Florida's Ask-a-Librarian Service. In American Society for Information Science and Technology 2007, Milwaukee, Wisconsin (pp. 1-8). Silver Spring, MD: American Society for Information Science and Technology.
- Radford, M. L., Connaway, L., Pomerantz, J., Mon, L. M., & Janes, J. (2008). E-Valuating E-Reference: Transforming Digital Reference through Research and Evaluation. In *Proceedings of the American Society for Information Science and Technology, October 24-29, 2008, Columbus, Ohio, USA* (pp. 1-11). Silver Spring, MD: American Society for Information Science and Technology. Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/meet.2008.1450450123/abstract
- Mon, L. M., Dennis, L., & Kim, K. (2007). The Internet Public Library: An Online Learning Laboratory for Digital Libraries. In *Proceedings of the 7th ACM/IEEE-CS joint conference on Digital Libraries 2007, Vancouver, BC, Canada* (pp. 1-4). ACM Digital Library.
- Randeree, E., & Mon, L. M. (2007). Web 2.0: A New Dynamic in Information Services for Libraries. In *Proceedings of the American Society for Information Science and Technology, October 19-24, 2007, Milwaukee, Wisconsin* (pp. 1-8). Silver Spring, MD: American Society for Information Science and Technology.

Refereed Reviews

Mon, L. M. (2004). Chat Reference: A Guide to Live Virtual Reference Services. *Journal of the American Society for Information Science & Technology*, 55(4), 366-368.

Nonrefereed Journal Articles

#Mon, L. M. (2006). Digital Reference and Ubiquitous Computing in the Classroom. *Knowledge Quest*, 34(3), 20-23.

Nonrefereed Book Chapters

Shuler, J., & Mon, L. M. (2003). Understanding Government Digital Reference. In Lankes, R. D., McClure, C. R., Gross, M., & Pomerantz, J. (Eds.), *Implementing Digital Reference Services: Setting Standards and Making It Real* (pp. 21-28). New York, NY: Neal-Schuman Publishers.

Presentations

Refereed Papers at Conferences

Tang, R., Li, Y., Chu, S., Beheshti, J., Mon, L., & Xiao, L. (accepted). *Needs Assessment of ASIS&T Publications: Bridging Information Research and Practice*. Paper to be presented at ASIS&T Conference, Association for Information Science and Technology, Copenhagen, Denmark. (International)

Invited Presentations at Conferences

Koontz, C., Jue, D., & Mon, L. M. (presented 2013, January). *iMapLibraries*. Presentation at Annual Meeting, Special Presentation, American Library Association, Seattle, Washington. (National)

Invited Presentations at Symposia

- Mon, L. M. (presented 2011, June). Libraries and Social Media. In S. Webber (Chair), *iSchool Launch Day*. Presentation at the meeting of iSchool at University of Sheffield, University of Sheffield, United Kingdom. (International)
- Mon, L. M. (presented 2010, March). Social Media in the Life of the Digital Library. In E. Abels (Chair), *ipl2 institute*. Presentation at the meeting of Drexel University, Philadelphia, Pensylvania, USA. (Local)
- Mon, L. M. (presented 2008, November). Librarians and Educators as Information Providers in Second Life. In Joe Clark (Chair), *Virtual FSU: Learning and Research in Second Life*. Presentation at the meeting of Florida State University, Rovetta Building, Starry Auditorium, Tallahassee. (Local)
- Marty, P., Mon, L. M., & Jorgensen, P. (presented 2008, February). A Second Life for FSU: Teaching and Learning in MUVE. In *FSU Teaching with Technology Showcase*. Presentation at the meeting of Florida State University, Tallahassee, Florida, USA. (Local)

Refereed Presentations at Conferences

Mon, L. (presented 2017, August). *Emerging Technologies, Evolving Libraries*. Presentation at PLAN, Panhandle Library Area Network, Panama City, Florida. (Regional)

- Mon, L. (presented 2017, January). Classrooms of the Future: Persuasive Technologies for Online Learners. Presentation at 37th Annual National Future of Education Technology Conference, FETC, Orlando, Florida. (National)
- Mon, L. (presented 2016, March). *Social Life of Social Media Policies*. Presentation at Computers in Libraries 2016, Computers in Libraries, Washington DC. (National) Retrieved from http://computersinlibraries.infotoday.com/2016/Thursday.aspx
- Mon, L. (presented 2016, January). *Information Ethics of Social Media Policies in Radical Change and Ethical Practice in the LIS Classroom Panel*. Presentation at ALISE 2016 Annual Conference, Association of Library and Information Science Educators, Boston, MA. (National)
- Mon, L. (presented 2015, July). *The Social Life of Social Media Policies*. Poster presentation at Social Media & Society Conference, Social Media & Society, Toronto, Canada. (International)
- Koontz, C., & Mon, L. (presented 2014, October). *Identifying Customers and Building Relationships with Social Media*. Presentation at Internet Librarian 2014, Internet Librarian, the Internet Conference for Librarians & Information Managers, Monterey, California, USA. (National)
- Koontz, C., Jue, D., Mon, L., & Spears, L. (presented 2014, June). *Putting Libraries on the Map:_Marketing Area Data for Planning and Library Advocacy*. Presentation at American Library Association Annual Conference, LRRT Research Forum, American Library Association. (National)
- Jue, D., Koontz, C., & Mon, L. (presented 2014, May). *Envisoning Your Library Customers:*_iMapLibraries. Presentation at Florida Library Association Conference 2014, Florida Library Association, Lake Buena Vista, Florida_, USA. (State)
- Mon, L. (presented 2014, May). *The Library in Social Space*. Presentation at Florida Library Association Annual Conference 2014, Florida Library Association, Lake Buena Vista, Florida, USA. (State)
- Mon, L., & Lee, J. (presented 2014, March). *Twitter and the Virtual Branch: The Public Library in Social Space*. Poster presentation at iConference 2014, iSchools (International Information Schools), Berlin, Germany. (International) Retrieved from http://ischools.org/the-iconference/about-the-iconference/iconference-2014-summary/#a wards
- Mon, L., Hinnant, C., & Lee, J. (presented 2014, January). *Beyond the Classroom: Collaboration, Innovation & Sustaining Communities with Information Studies*.

 Presentation at ALISE 2014 Annual Conference, Association for Library & Information Science Education, Philadelphia, PA, USA. (National)

- Hinnant, C. C., Lee, J., & Mon, L. M. (presented 2013, November). *Designing Web-Based Systems for Quasi-Governmental Organizations: Examining the Information Characteristics and Socio-Technical Factors of a Guardian Ad Litem Program.*Presentation at Association for Public Policy Analysis & Management, APPAM, Washington D.C., USA. (National)
- Jue, D., Koontz, C., & Mon, L. M. (presented 2013, November). *Envisioning Your Library Customers through iMapLibraries*. Presentation at FLA Annual Conference, Florida Library Assocation, Lake Buena Vista, Florida, USA. (State)
- Mon, L. M. (presented 2013, November). *Libraries on the Move: _the Public Library in Social Space*. Presentation at ASIS&T Annual Conference, ASIS&T SIG/USE Symposium, Montreal, Quebec, Canada. (National)
- Mon, L. M., & Lee, J. (presented 2013, October). *Twitter and the Virtual Branch: the Public Library in Social Space*. Poster presentation at iConference 2014, iSchools, Berlin, Germany. (International)
- Mon, L. M., Hinnant, C., Lee, J., Nicholson, S., & Richardson, J. V., Jr. (presented 2013, September). *Beyond the Classroom: Collaboration, Innovation & Sustaining Communities with Information Studies*. Presentation at ALISE 2014 Annual Conference, Association for Library and Information Science Education, Philadelphia, PA, USA. (National)
- Mon, L. M., & Lee, J. (presented 2012, October). *Information Behavior and Information Seeking Research in New Virtual Environments*. Presentation at 2012 ASIS&T SIG USE Symposium, ASIST Annual Meeting, ASIST, Baltimore, MD. (National)
- Lee, J., Hinnant, C. C., & Mon, L. M. (presented 2012). *The Adoption of Online Technology by Volunteer-based Organization: The Case of a State Guardian ad Litem Program.*Presentation at the meeting of 13th International Conference on Digital Government Research. (National)
- Radford, M., Shah, C., Mon, L. M., & Gazan, R. (presented 2011, October). *Stepping stones to synergy: Social Q&A and virtual reference*. Presentation at ASIS&T 2011, American Society for Information Science and Technology American Society for Information Science and Technology, New Orleans, Louisiana. (National)
- Mon, L. M. (presented 2010, July). *Connecting with Learners in a Virtual World: Teaching for Multiple Learning Styles in Second Life*. Presentation at 2010 Emerging Technologies Symposium, July 20-23, 2010, San Jose, CA, USA, SLOAN-C and MERLOT, San Jose, CA, USA. (National)
- Hill, V., Webber, S., Miner, M., Meister, M., & Mon, L. M. (presented 2010, March). *Teleport to the Future: Libraries and Immersive Learning*. Presentation at The Future is Now: Libraries and Museums in Virtual Worlds Conference, American Library Association,

- Virtual Communities and Libraries Member Initiative Group, American Library Association Island in Second Life. (National)
- Nahl, D., Morris, V., Mon, L. M., & Kemp, J. (presented 2010, March). *LIS Educators Panel*. Presentation at The Future is Now: Libraries and Museums in Virtual Worlds Conference, American Library Association, Virtual Communities and Libraries Member Initiative Group, American Library Association Island in Second Life. (National)
- Kern, K., Radford, M., Sanchez, J., Mon, L. M., & Pomerantz, J. (presented 2010, February). *No More Lone Rangers: Setting the Research and Education Agenda for Collaborative Information Work in Virtual Environments*. Presentation at iConference, iSchools, University of Illinois at Urbana-Champaign, Illinois, USA. (National)
- Lin, X., He, D., Mon, L. M., Pomerantz, J., & Zhao, H. (presented 2010, February). *Developing a Collaborative Sandbox for Digital Library Research*. Presentation at iSchools iConference, iSchools, University of Illinois at Urbana-Champaign, Illinois, USA. (National)
- Mon, L. M., & Mandel, L. (presented 2010, January). *Temporal Cycles in Virtual Questioning*. Poster presentation at Association for Library and Information Science Education (ALISE) Conference, Association for Library and Information Science Education, ALISE Works in Progress Poster Session, Boston, MA, USA. (National)
- Yi, Y., Stvilia, B., & Mon, L. M. (presented 2009, November). *Discerning Quality Health Information: Insights from Korean Consumers in the U.S.* Poster presentation at ASIS&T Annual Conference, American Society for Information Science and Technology (ASIS&T), Vancouver, BC, Canada. (National)
- Mon, L. M. (presented 2009, April). *Educators and Librarians as Information Providers in a Virtual World*. Presentation at Virtual Worlds: Libraries, Education and Museums Conference, American Library Association, Virtual Communities and Libraries Member Initiative Group, American Library Association Island in Second Life. (National)
- Abels, E., Agosto, D., Mon, L. M., & Rieh, S. (presented 2009, January). A Town Hall Meeting: Transforming Digital Reference and Digital Reference Education. Presentation at Association for Library and Information Science Education (ALISE) Annual Conference, Association for Library and Information Science Education, Denver, Colorado, USA. (National)
- Stvilia, B., Mon, L. M., & Yi, Y. (presented 2009, January). *A Model for Assessing Healthcare Webpage Quality*. Poster presentation at Association for Library and Information Science Education (ALISE) Annual Conference, Association for Library and Information Science Education, Denver, Colorado. (National)
- Mon, L. M. (presented 2008, October). *Information Providers in a Virtual World*. Presentation at American Society for Information Science and Technology (ASIS&T) Annual

- Conference, American Society for Information Science and Technology (ASIS&T) SIG-USE, Columbus, Ohio. (National)
- Abels, E., Agosto, D., & Mon, L. M. (presented 2008, June). *Does Size Matter? Examining Trends in the Provision of Remote Reference Services in Academic and Public Libraries*. Presentation at American Library Association Annual Conference, 14th Annual RUSA New Reference Research Forum, American Library Association, Anaheim, California, USA. (National)
- Mon, L. M., Abels, E., Agosto, D., Sanchez, J., & Harris, L. (presented 2008, January). *Experiential Learning in Virtual Environments: The Internet Public Library, Second Life, and Web 2.0.* Presentation at ALISE Annual Conference, Association for Library and Information Science Education, Philadelphia, Pennsylvania. (National)
- Mon, L. M. (presented 2007, October). *Questioning in Context: The Geography of Florida's Ask-a-Librarian Service*. Presentation at Library Research Seminar-IV Conference, Library Research Seminar, London, Ontario, Canada. (International)
- Mon, L. M., & Bishop, B. (presented 2007, October). *The Geography of Virtual Questioning:*Mapping Florida's Ask-a-Librarian Service. Poster presentation at American Society for Information Science and Technology (ASIS&T) Annual Conference, American Society for Information Science and Technology (ASIS&T), Milwaukee, Wisconsin, USA. (National)
- Randeree, E., & Mon, L. M. (presented 2007, October). Web 2.0: A New Dynamic in Information Services for Libraries. Poster presentation at American Society for Information Science and Technology (ASIS&T) Annual Conference, American Society for Information Science and Technology (ASIS&T), Milwaukee, Wisconsin, USA. (National)
- Mon, L. M. (presented 2007, June). *The Internet Public Library: An Online Learning Laboratory for Digital Libraries*. Presentation at ACM / IEEE Joint Conference on Digital Libraries, Association for Computing Machinery (ACM) and IEEE Computer Society, Vancouver, BC, Canada. (International)
- Mon, L. M. (presented 2007, January). Seeing Ourselves through Users' Eyes: Reflections on Digital Reference Service. Presentation at Association for Library and Information Science Education (ALISE) Annual Conference, Association for Library and Information Science Education (ALISE), Seattle, Washington, USA. (National)
- Mon, L. M. (presented 2006, November). *Affect in Intermediated Information-Seeking of Adult Digital Reference Users*. Presentation at SIG-USE Symposium, American Society for Information Science and Technology (ASIS&T) Annual Conference, American Society for Information Science and Technology (ASIS&T), Austin, Texas, USA. (National)

- Saxton, M., & Mon, L. M. (presented 2005, April). *Keeping Current: What's New in Reference Research*. Presentation at Washington Library Association Annual Conference, Washington Library Association, Spokane, Washington. (State)
- Mon, L. M. (presented 2005, January). *Perspectives on User Satisfaction with Digital Reference Services*. Presentation at ALISE Conference, Association for Library and Information Science Education, Boston, Massachusetts. (National)
- Mon, L. M. (presented 2004, October). *Perspectives on User Satisfaction with Digital Reference Services*. Poster presentation at Library Research Seminar III, Library Research Seminar, Kansas City, Missouri. (National)
- Hyman, K., Bromberg, P., Janes, J. W., & Mon, L. M. (presented 2004, February). *Virtual Reference Realities: Current Research and Customer Feedback*. Presentation at Public Library Association Annual Conference, Public Library Association, Seattle, Washington. (National)
- Mon, L. M. (presented 2004, January). *The Thank You Study*. Presentation at Association for Library and Information Science Education, ALISE Conference, San Diego, CA. (National)
- Janes, J. W., & Mon, L. M. (presented 2003, November). *The Thank You Study*. Presentation at Virtual Reference Desk, Virtual Reference Desk, San Antonio, TX. (National)
- Saxton, M., Janes, J., Mon, L. M., & Harris, L. E. (presented 2003, October). *Getting Your Money's Worth: Samuelson's General Equilibrium Model Applied to Participation in Cooperative Virtual Reference Services.* Presentation at American Society for Information Science & Technology Annual Conference, American Society for Information Science & Technology, Long Beach, CA. (National)
- Shuler, J. A., & Mon, L. M. (presented 2001, November). *Government Digital Reference: The DOSFAN Partnership at UIC*. Presentation at Virtual Reference Desk Annual Conference, Virtual Reference Desk, Orlando, FL. (National)

Nonrefereed Presentations at Conferences

- Mon, L. (presented 2017, October). *Florida State University School of Information*. Presentation at Florida Library Directors Meeting 2017, State Library of Florida, Challenger Center, Tallahassee, FL. (State)
- Mon, L. (presented 2017, May). Florida State University School of Information Alumni Reception. Presentation at Florida Library Association 2017, Florida Library Association, Orlando, Florida. (State)

- Mon, L. (presented 2017, May). *The Information School at Florida State University*. Presentation at University of Central Florida Library Day 2017, University of Central Florida, Orlando, Florida. (State)
- Mon, L. (presented 2014, January). *Educational Entrepreneurship (Moderator)*. Presentation at ALISE 2014, ALISE, Philadelphia, PA. (International)

Invited Lectures and Readings of Original Work

Mon, L. (2014, September). *Toward a Model for Assessing Social Media in Libraries*. Delivered at Library of Congress, Library of Congress, Washington DC, USA. (National)

Contracts and Grants

Contracts and Grants Funded

- Riccardi, G. (PI), & Mon, L. M. (May 2012–Aug 2012). *Military Suicide Research Consortium: Social Media*. Funded by Military Suicide Research Consortium, Department of Defense. Total award \$17,000.
- Koontz, C. M., Jue, D., & Mon, L. M. (2012–2013). *iMap Libraries:Helping Provide Equity of Public Library Services*. Funded by Institute of Museum and Library Services (IMLS). Total award \$98,789.
- Mon, Lorraine M (PI). (Nov 2011–Apr 2012). *Department of Revenue Chat Training*. Funded by Florida Department of Revenue. Total award \$29,481.
- Mon, L. M (PI), Tripp, L., & Currim, S. (Jul 2007–Mar 2011). *A Virtual Learning Laboratory* for the 21st Century. Funded by Institute for Museum and Library Studies. Total award \$359,769.
- Mon, L. M. (Jun 2007–Aug 2007). *The Clearinghouse of Library and Information Science Education*. Funded by Florida State University. Total award \$16,000.
- Mon, L. M (PI). (Mar 2007–Feb 2008). *Remote Reference in Practice and Classroom*. Funded by Association for Library and Information Science Education. Total award \$1,500.
- McClure, C. (PI), & Mon, L. M. (2007–2007). Who's Asking? Geography & Demographics of Florida's Ask A Librarian Service. Funded by State Library of Florida. Total award \$5,000.
- Mon, L. M. (2007–2007). Web 2.0 and Beyond Libraries and Innovation in Question Answering Services. Funded by Information Use Management and Policy Institute, Florida State University. Total award \$8,250.

Vita for Lorri M. Mon

Mon, L. M. (PI). (2007–2007). *Information Service Providers in Intermediated Information-Seeking in Virtual Worlds*. Funded by American Society for Information Science and Technology SIG-USE. Total award \$1,000.

Service

Florida State University

FSU University Service

Committee Member, Provost's Innovation Center Committee (2016–present).

Member, Digitech Planning Committee, PIC (2011–present).

Member, Steering Committee, Program in Interdisciplinary Computing (PIC) (2011–2017).

Committee Member, Library Budget Crisis Committee (2015–2016).

FSU College Service

Committee Member, Deans and Directors Committee (2016–present).

FSU Department Service

Member, Budget Committee (2017–present).

Committee Chair, Planning Committee (2016–present).

Director, School of Information, Administrator (2016–present).

Presenter, Florida State University FTIC Orientation Sessions (2017).

Committee Chair, Outreach Committee (2015–2017).

Associate Director, School of Information, Administrator (2015–2016).

Committee Member, Education Committee (2015).

Committee Member, Planning Committee (2015).

Committee Chair, Master's in Information Technology Program Team (2012–2014).

Vita for Lorri M. Mon

Committee Member, Personnel Team - Faculty Hiring (2014).

Committee Member, Academic Affairs (2012–2013).

Committee Member, Faculty Evaluation & Review Team (2012–2013).

Committee Member, Personnel Team – Social Media Faculty Hiring (2012–2013).

Committee Member, Promotion & Tenure Team (2012–2013).

Committee Member, Personnel Team – Director Hiring (2012).

Committee Member, Faculty Evaluation & Review Team (2010–2011).

Committee Member, Marketing and Recruitment Team (2010–2011).

Committee Member, Master's Program Team (2010–2011).

Committee Member, Promotion & Tenure Team (2010–2011).

Committee Member, Technology Team (2010–2011).

Committee Member, Doctoral Program Team (2009–2010).

Committee Member, Personnel Team (2009–2010).

Committee Member, Dean's Advisory Committee (2008–2009).

Committee Co-Chair, Master's Program Team (2008–2009).

Committee Member, Web Team (2007–2009).

Committee Member, Master's Program Team (2006–2008).

The Profession

Guest Editing for Refereed Journals

Mon, L. M. (Ed.). (2011). The Future of Reference and Reference Education [Special Issue]. *The Reference Librarian*, 52(4).

Harris, L., Kazmer, M., & Mon, L. M. (Eds.). (2007). Distance Education in Library & Information Science [Special Issue]. *Journal of Education in Library & Information Science*, 48(1).

Editorial Board Membership(s)

Internet Reference Services Quarterly (2012–present).

Guest Reviewer for Refereed Journals

Internet Reference Services Quarterly (2012–present).

International Journal of Library and Information Science (2014).

Journal of Documentation (2014).

Journal of the American Society for Information Science & Technology (2014).

Information Research (2011).

Journal of the American Society for Information Science & Technology (2007–11).

Government Information Quarterly (2007–08).

Service to Professional Associations

Co-Chair, ASIS&T Publications Committee, Association for Information Science & Technology (ASIS&T) (2015–present).

ALISE Representative to the ALA LSTA Reauthorization Task Force, Committee Member, LSTA Reauthorization Task Force, Association for Library & Information Science Education (ALISE) (2015–present).

Editorial Board Member, Current Chair of ASIS&T SIG USE (Information Behavior, Seeking & Use), Internet Reference Services Quarterly (2012–present).

Reviewer, ASIS&T Annual Conference 2017 (2017).

Reviewer, IConference 2018 (2017).

Reviewer, ASIS&T Annual Conference 2016 (2016).

Reviewer, Association for Information Science & Technology, ASIS&T Annual Conference 2015 (Association for Information Science & Technology) (2015).

- Moderator, Moderator for ALISE Conference 2014 Panel 5.1 on Educational Entrepreneurship, January 23, 2014, Association for Library & Information Science Education (ALISE) (2014).
- Reviewer, Reviewer for Conference Tracks, Research Posters and Research Papers, ASIS&T Annual Conference 2014 (Association for Information Science & Technology) (2014).
- Reviewer, SIG USE Research Awards, ASIS&T SIG USE Research Awards, ASIS&T Annual Conference 2014, ASIS&T SIG USE (Association for Information Science & Technology) (2014).
- Reviewer, Reviewer for iConference 2014, iConference 2014 (2014).
- Reviewer, Reviewer for ASIS&T Annual Conference 2013, ASIS&T Annual Conference 2013 (Association for Information Science & Technology) (2013).
- Past Chair, (Information Behavior, Seeking & Use), ASIS&T SIG USE (2012–2013).
- Chair, Current Chair of ASIS&T SIG USE (Information Behavior, Seeking & Use), ASIS&T SIG USE (2011–2012).
- Reviewer, ASIST 2012 75th Annual Meeting, Innovation Track (2012).
- Reviewer, ASIST 2012 75th Annual Meeting, Interaction Track (2012).
- Chair Elect, Incoming Chair, ASIS&T Special Interest Group for Information Needs, Seeking & Use, ASIS&T SIG-USE, American Society for Information Science & Technology (2010–2011).
- Convenor, ALISE Distance Education SIG, Convenor for Association for Library and Information Science Education (ALISE) Distance Education Special Interest Group, Association for Library and Information Science Education (2010–2011).
- Committee Member, Elfreda Chatman Award Selection Committee, Elfreda A Chatman Research Award selection committee for ASIS&T SIG USE, ASIS&T SIG-USE, American Society for Information Science & Technology (2009–2010).
- Co-Convenor, Co-Convenor for ALISE Distance Education Special Interest Group, Association for Library and Information Science Education Distance Education SIG (2009–2010).
- Committee Member, Selection Committee, ALISE Submitted Papers, Selection committee for ALISE conference submitted papers, Association for Library & Information Science Education (2008–2009).

- Member at Large, ALA-LRRT elected member-at-large, American Library Association, Library Research Roundtable (2004–2007).
- Session Chair and Organizer, "Innovations in Service at the Seattle Public Library: Connecting Research and Practice", American Library Association Annual Conference. Library Research Roundtable session (2005).

Service to Other Universities

Guest lecture for LIS class, *University of Hawaii* (2009).

Guest lecture for LIS class, *University of Sheffield*, *United Kingdom* (2009).

Guest lecture for LIS class, *University of North Carolina at Chapel Hill* (2007).

Guest lecture for LIS class, Rutgers University (2007).

Consultation

Neal-Schuman Publishers. Guest reviewer for published book (2009).

Additional Service Not Reported Elsewhere

- Mon, L. M. (2012–2013). Faculty sponsor, FSU SLIS doctoral student team at iSchools iConference 2013 Social Media Expo. iConference 2013 Microsoft Research FUSELabs, Social Media Expo 2013.
- Mon, L. M., Jorgensen, P., Vandagriff, R., Marty, P., Dennis, L., Jorgensen, C., Kazmer, M., Koontz, C., & Doffek, P. (2010). *Organizer, Moderator, Speaker & Video Editor, FSU Online Graduation in Second Life, Parts 1-3 (videos)*. FSU College of Communication & Information.
- Mon, L. M. (2010). *Faculty Mentor, FSU Visiting Fulbright Scholars*. Florida State University Visiting Fulbright Scholars program.
- Kazmer, M., & Mon, L. M. (2010). *Videographer, Inside FSU LIS 5703: Info Organization (video)*. FSU College of Communication & Information.
- Mon, L. M., Dennis, L., Jorgensen, P., Jorgensen, C., Marty, P., Kazmer, M., Koontz, C., Doffek, P., & Vandagriff, R. (2010). *Organizer & Speaker, FSU SLIS Virtual Graduation Ceremony*. Florida State University School of Library & Information Studies.

- Mon, L. M., Koontz, C., & Frank, B. (2010). Speaker, Organizer & Videographer, FSU CCI Jobs & Careers Workshop Parts 1-3 (videos). FSU College of Communication & Information.
- Mon, L. M., Marty, P., & Jorgensen, P. (2009). *Videographer, FSU SLIS Classes in Second Life* (video). FSU College of Communication & Information.
- Clark, J., Mon, L. M., Marty, P., & Jorgensen, P. (2008). *Co-organizer, Florida State University Symposia "Virtual FSU"*. Florida State University College of Information & Center for Teaching and Learning.
- Mon, L. M. (2008). *Guest lecture, FSU CCI SLIS Colloquium, "Library 2.0: Innovative Technologies in Libraries"*. FSU College of Communication & Information.
- Mon, L. M. (2008). *Guest lecture, FSU CCI SLIS Brown Bag Series, "Teaching in Elluminate"*. FSU College of Communication and Information.
- Mon, L. M. (2008). Lecture for FSU Teaching Assistant Training, "Teaching Strategies Workshop". Florida State University.
- Mon, L. M. (2007–2009). *Second Life College Fair Recruitment*. FSU College of Communication & Information.
- Mon, L. M. (2006). *Guest lecture, FSU CCI SLIS Brown Bag series, "State and Federal Policy / Internet Public Library"*. FSU College of Communication and Information.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN LIBRARY ADVISORY BOARD

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.

Name: Vivian Wilson				Date: 10/30/2018 7:48:44PM
Home Phone: (850) 412-	Work Pho	ne: (850)412-5930X	Email	: vivian1.wilson@famu.edu
Occupation: ASSOCIATE PROFESS	OR	Employer: FAMU	•	
Preferred mailing location: Home	Address			
Work Address: 400 WEST ORANG				
Work Address: 100 Hzg. C. a. a.				
City/State/Zip: TALLAHASSEE,FL				
Home Address: 2316 BRYNMAHR				
City/State/Zip: TALLAHASSEE,FL				
Do you live in Leon County? Yes	_	, do you live within the Cit	-	Yes
Do you own property in Leon County?		If yes, is it located with	-	
For how many years have you lived in			ity?	24 years
Are you currently serving on a County		ommittee? No		
If yes, on what Committee(s) are you a Have you served on any previous Leo		ommittees? No		
If yes, on what Committee(s) are you	-	ommuees? NO		
(OPTIONAL) Leon County strives to r	-			
maintaining a membership in its Advis	-		-	
strictly optional for Applicant, the follow	wing informa	ition is needed to meet re	porting req	uirements and attain those
goals. Race: African American	Sex: Fem	ale Age:	64.00	
		District 5	04.00	
Disabled: 140	District.	Notifiet 0		
In the space below briefly describe			-	
Committees; your educational bac			-	
Committee; any of your profession				<u> </u>
held them and whether they are effective in Leon County; any charitable or community activities in				
which you participate; and reasons	s for your c	hoice of the Committee i	ndicated o	n this Application.

Attachment #2 Page 2 of 2

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

Name: DR. RUFUS ELLIS Telephone: 8505993675

Address: FLORIDA A&M UNIVERSITY

Name: PASTOR LIONEL LEONARD Telephone: 850-321-7673

Address: TALLAHASSEE, FLORIDA

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?
- 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: Vivian Wilson

This application was electronically sent: 10/30/2018 7:48:44PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN LIBRARY ADVISORY BOARD

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.

Marrie. Tatiana Daguniaru			Date. 10/3/2010 10.00.20AW
Home Phone: (786) 449-8671	Work Phone: ()-X	Email	: tatianadaguillard@gmail.com
Occupation: STATE EMPLOYEE	Employer:	FLORIDA DEPARTM	IENT OF TRANSPORTATION
Preferred mailing location: Home	Address		
Work Address:	Addices		
Work Address.			
City/State/Zip: ,FL			
Home Address: 215 N MERIDIAN S	 ST		
1161116 / tda1666.			
City/State/Zip: TALLAHASSEE,FL	32301		
Do you live in Leon County? Yes		vithin the City limits?	Yes
Do you own property in Leon County?		located within the City	limits? No
For how many years have you lived in	- ·		8 years
Are you currently serving on a County		No	<i>y</i>
If yes, on what Committee(s) are you a	·=		
Have you served on any previous Leo		No	
If yes, on what Committee(s) are you a			
	sory Committees that refle wing information is needed	ects the diversity of the	community. Although
In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.			

Attachment #3 Page 2 of 5

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

Name: ALTHEMESE BARNES Telephone: 850-466-7266

Address: 419 E JEFFERSON ST 32301

Name: JANEL ROBINSON Telephone: 772-501-5703

Address: 306 N MERIDIAN ST #3 32301

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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- 1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? Yes
- 2.) Are you willing to complete a financial disclosure form Yes
- 3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)

 No If yes, please explain.
- 4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?

 No
 If yes, please explain.
- 5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?
- 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: 10/5/2018 10:08:26AM

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 Inititiative (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:
 - o Serve as a champions for innovation culture within the Central Office and with Stakeholders.
 - o 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.
 - o 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 federa 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
- Assosciation of African American Museums, Co-founder of Emerging Pofessionals
- 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 Tallassee (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 Practicioner, 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 <u>Advanced</u>: Excel, PowerPoint, <u>Intermediate</u>: Publisher, <u>Basic</u>: Access, OneNote

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Hage 1 of 26 LIBRARY ADVISORY BOARD

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.

Name: Christie Koontz		Date: 11/3/2018 8:02:32AM		
Home Phone: (850) 999-2141	Work Phone: (850)644-5775X	Email: ckoontz@fsu.edu		
Occupation: ADJUNCT FACULTY Employer: FLORIDA STATE UNIVERSITY				
Preferred mailing location: Home	e Address			
Work Address: 142 COLLEGIATE	WAY			
City/State/Zip: TALLAHASSEE,FL	. 32306-2100			
Home Address: 8788 MEGANS LAI	NE			
City/State/Zip: TALLAHASSEE,FL				
Do you live in Leon County? Yes	,, ,			
Do you own property in Leon County?	ş ,	3		
	and/or owned property in Leon County?	40 years		
Are you currently serving on a County				
If yes, on what Committee(s) are you				
Have you served on any previous Lec				
If yes, on what Committee(s) are you	a member?			
(OPTIONAL) Leon County strives to	meet its goals, and those contained in val	rious federal and state laws, of		
maintaining a membership in its Advis	sory Committees that reflects the diversity	of the community. Although		
strictly optional for Applicant, the follo	wing information is needed to meet report	ting requirements and attain those		
goals.				
Race: Caucasian	Sex: Age:			
Disabled? No	District:			
In the space below briefly describe	e or list the following: any previous exp	periance on other		
	kground; your skills and experience yo			
=				
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.				
The second secon	,	- по		

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

Name: LORRI MON

Telephone: 850 6445775

Address: 142 COLLEGIATE WAY, TALLAHASSEE, FL 32306

Name: Telephone: Address:

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- 1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?

 No (Your application will only be considered if you have completed the online orientation.)
- 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?
- 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: Christie Koontz

This application was electronically sent: 11/3/2018 8:02:32AM

VITA Christine Miller Koontz January 2018

School of Information
College of Communication & Information
Tallahassee, Florida 32306-2100
(850) 556 6082
ckoontz@fsu.edu

GENERAL INFORMATION

Professional Preparation

9/84 - 12/90	PhD, Florida State University School of Library and Information Studies Minor Credits in Marketing, School of Business Recipient of University President's Dissertation Fellowship Dissertation Topic: Market-Based Modeling for Public Library Facility Location and Use-Forecasting
3/80 - 6/81	MLS, Florida State University School of Library and Information Studies Recipient of Alumni Scholarship Award
1/79 - 3/80	BS, Florida State University School of Communications/Advertising
	TEACHING
1996/2017-	LIS 5602 Marketing of Information and Libraries. Created online course which emphasizes nonprofit marketing principles and practices, including activities and assignments designed to provide students with marketing management skills, utilizing real-time nonprofit organizations. Developed into web-based course Spring 2001.
Fall 2018	LIS5246 Grantwriting

Summer 2009/

2015, 2018

LIS 5528 Magic of Storytelling. Created online course to share the oral tradition and literary sources of storytelling. This course utilizes audio and video and places practical skills into the hands of many practicing librarians via online delivery.

Summer 2009

LIS 5403 Human Resources Management. Developed course for a case study approach to human resources in the information organization arena. Students tackle current day HR problems through illustrative examples and analysis.

Summer 2008-2013, 2018-

LIS 5945 Internships in Information Studies. Internships are developed with individual students each semester prior to service. They work in diverse fieldwork settings, completing agreed upon learning objectives with work supervisors, and submitting journal and discussion board assignments and a shared final report.

Fall 2008-Present

LIS 5408 Management of Information Organizations.

A required course for all master's students. Revised in the summer of 2008, for the first time in a decade. Students work in teams to develop a strategic plan and gain understanding of critical skills managers need.

Fall 2007-Present

LIS 5020 Foundations of the Information Professions. Created and developed this now required course which includes study of principles and foundations of the information professions, information policy, history of librarianship, current political issues and a diversity of topical conflicts for today's 21st century information professional to have cognizance of.

Fall 1992-

Taught a variety of courses for the university in library and information studies and one graduate course in communications.

TEACHING AWARDS AND HONORS

University Teaching Award – 2015-2016

Faculty of the Year Award 2009; 2015 - School of Information (student generated award) Textbook Alternatives Project Award, San Jose State iSchool 2015

Excellence in Online Teaching - Course Design 2014

Transformation Through Teaching Award - 2013

Nominated for University Teaching Award –2006; 2007; 2009; 2010; 2011; 2013; 2015 Golden Flame Award 2008 – recipient of this inaugural faculty award, for the College of Information, from the student leadership organization, Burning Spear.

TEACHING SERVICE

Faculty Advisor

2007-2013	American Library

American Library Association Student Faculty advisor for burgeoning chapter's once only face to face, and to offering webcast meetings for two years to our 700+ student body. Students become involved in civic, political and professional issues and take on leadership roles recruiting faculty and other professionals as speakers. Social media is heavily

employed.

2012 College of Communication and Information & School of Library &

Information Studies wins **BEST CHAPTER OF THE YEAR in the**

USA!

2013 College of Communication & School of Library & Information Studies

wins "Runner Up" to BEST CHAPTER OF THE YEAR in the USA!

Doctoral Committees Served Upon

Seongsin Lee (2007)

Wade Bradley Bishop (2007-2008) Sung Jae Park (2008-2011) Lenese Colson (2012-2016)

PROFESSIONAL EXPERIENCE

2017- Adjunct professor for iSchool

June 2016 - **Director, Florida Book Awards, University Libraries, Florida State**

University

August 2010 -

2016 Research Associate and Faculty member of College of

Communication & Information, School of Library and Information

Studies (SLIS) FSU

December 2005 - Associate in Information Studies, College of Communication &

Information, FSU

August 2003-

December 2005 Associate Scholar Scientist. Director, GeoLib Program.

Florida Resources and Environmental Analysis Center, Florida State University, Tallahassee, Florida. Promotion, receiving doctoral committee

status.

10/2000- Promotion. Associate in Research. Director, GeoLib Program.

Florida Resources and Environmental Analysis Center, Florida State

University, Tallahassee, Florida.

12/90 - **Assistant in Research.** Florida Resources and Environmental Analysis

Center, Florida State University, Tallahassee, Florida.

Research faculty position in center that primarily conducts applied

4

research for government, university and private sector agencies on a contractual basis. Responsible to develop applications for geographic information systems in the areas of land management, transportation, market research, library siting and market analysis, demographics, as well as assisting clients in use and processing of other spatially-related

SCHOLARLY ACTIVITIES

Publications

- Marketing and Social Media a Management Guide for Libraries, Archives and Museums Rowman and Littlefield Publishing Group: NY (2014). Co-author, Lorri Mon.
- Marketing and Library Information Services: II. Co-editors Dinesh Gupta and Angels Massisimo. De Gruyter Saur (2013).
- "A Conference Perspective," in <u>Proceedings of IFLA Pre-conference: Marketing in a Web 2.0</u> World, Stockholm, Sweden, 2010. KG Saur (2011).
- "Marketing of Library and Information Services," in <u>Proceedings of IFLA Pre-Conference</u>

 <u>Service Strategies for Libraries</u>, Athens, Greece, 2009. Ministry of Education of Greece, Athens, Greece (2010).
- IFLA Public Library Service Guidelines, second edition. Co-editor B. Gubbins, KG Saur, (2010).
- "Public library facility closure: An investigation of reasons for closure and effects on geographic market areas." Co-authors Dean K. Jue & Bradley Wade Bishop. <u>Library & Information Science Research</u>, v. 31, 2009.
- "Customer Based Marketing." Ongoing featured column in *Marketing Library Services*, a publication of <u>Information Today</u>, 2001-2009.
- "A History of Location of U.S. Public Libraries Within Community Place and Space: Evolving Implications for the Library's Mission of Equitable Service," <u>Public Library Quarterly</u>, v. 26, no. 1/2, 2007, pp. 75-100.
- "Serving Non English Speakers in US Public Libraries: 2007 Analysis of Demographics,

- Services and Programs." American Library Association, Office of Research and Statistics, March 26, 2008.
- "Insights from the Experts "Marketing the Driving Force of Your Library," in <u>The</u>

 <u>Portable MLIS (Masters of Library and Information Studies)</u>: Greenwood Publishing
 Portsmouth, NH (2008).
- "Why Public Libraries Close" (2008) published on WebJunction, www.webjunction.org/
- "Key Publications in Marketing." IFLA Journal, vol. 32 (3) 2006.
- "Public Library Facility Closure: How Research Can Better Facilitate Proactive Management, Co-author Dean K. Jue. <u>Public Library Quarterly</u>, v. 25, no. 1/2,2006, pp. 43-56.
- Marketing and Library Information Services: Perspectives. Co-editors Dinesh Gupta, Angels Massisimo, and Rejean Savard. KG Saur (2006).
- "Neighborhood-based In-Library Use Performance Measures for Public Libraries: A Nationwide Study of Majority-Minority and Majority White/Low Income Markets Using Personal Digital Data Collectors," Co-Author Dean K. Jue and Keith Curry Lance. <u>Library and Information Science Research</u> v. 27, January/February 2005, pp. 28-50.
- "Serving Maps of Public Library Customer Data over the Internet." (www.geolib.org/PLGDB.cfm)," Library Hi Tech News, v. 22, 2005.
- "The Public Library Geographic Database: What Can it do for Your Library?" <u>Public Libraries</u>, 42, 2, pp. 49 54, 2004. Co –authored with Dean K. Jue, C. R. McClure, & J. C. Bertot.
- "Customer Data 24/7 aids Library Planning and Decision Making," <u>Florida Libraries</u>, 47, 2, pp, 17-19, 2004. Co-authored with Dean K. Jue
- "Solving the Demographics Conundrum." <u>Library Journal</u>, v. 129, 2004. Co-authored with Dean K. Jue.
- "An Environmental Analysis: A Marketing Research Approach," a chapter in <u>An Integrated Approach to Services Marketing: A Book of Readings on Marketing of Library and Information Services</u>, edited by Dinesh K. Gupta and Ashok Jambhekar. 2003
- "Heart of a Community: It's Public Library." Appendices H and I: Library Service Areas and

- Projected Population Areas. Presented to Fresno County Board of Supervisors, September 10, 2002
- "The Vital Role of Public Libraries in America and Subsequent Need for a Unique Methodology for Determining E-Rate Discounts for Public Libraries: A White Paper," for the American Library Association Congressional Hearings, April 5, 2002.
- "Technology--Pied Piper or Playground Bully or Creating Meaningful Measures Using Emerging Technologies." Keynote Speaker. Proceedings 4th Northumbria International Conference on Performance Measurement in Libraries & Information Services, Pittsburgh, PA., 2001.
- "Continuing Education for Library and Information Professionals: A Practical Approach." Proceedings International Federation of Library Agencies Pre-Conference, Quebec, Canada, August 2001.
- "Southwest Georgia Regional Library System. Long Range Plan of Library Service FY 2002-2007. (April 20, 2001).
- "Developing Performance Measures Within a Marketing Frame of Reference." co-author Dr. Persis E. Rockwood. New Library World v. 102 (No. 1163/1164): 2001
- "Introduction to Successful Marketing Using ArcView GIS." A six module virtual campus course for ESRI, world's largest geographic information system software producer, available 12/2000 www.esri.com. Co-author, Dean K. Jue.
- "Use of New Technologies for Better Library Management: Geographic Information System Software and Person Digital Data Collectors," co-author Dean K. Jue. Proceedings 66th annual International Federation of Library Agencies, Jerusalem, Israel, August 16, 2000.
- "Public Sector Marketing Research Techniques: An International One Day Continuing Education Course for Public Librarians: Technologies and Factors Which Constrain and Facilitate Teaching Methodologies," a Paper Submitted for Information 2000: A Vision for the SCECSAL Region, ☐ April 18 22, 2000, University of Namibia, Windhoek.
- "Collecting Detailed In-Library Usage Data in US Public Libraries: The Methodology, the Results and Impacts," co-authors Dean K. Jue and Keith Curry Lance. <u>Proceedings of the 3rd Northrumbia International Conference on Performance Measurement in Libraries and Information Services</u>, August 27 31, 1999, Published by Information North for the Department of Information and Library Management, University of Northumbria at

- Newcastle, England.
- "Using Public Libraries to Provide Technology Access for Individuals in Poverty, the Hope and the Reality: A Nationwide Analysis of Library Market Areas Using Geographic Information Systems, "Library and Information Science Research v. 21 1999. Co-authors Dean K. Jue, Andrew Magpantay, Keith Curry Lance, and Ann Seidl.
- "The Complex Tapestry of a Library Life," a chapter in <u>Leadership and Academic Librarians</u>, edited by Terrence F. Mech and Gerard B. McCabe. Greenwood Publishing Group, Inc.: Westport, 1998.
- International Library Marketing Glossary, http://www.geolib.org/pdf/marketingterms.pdf, sponsored by the Management and Marketing Section, International Federation of Library Agencies, distributed worldwide via IFLA website, 1998.
- <u>Library Facility Siting and Location Handbook</u>. Greenwood Publishing Group, Inc.: Westport, CT., May 1997.
- Comprehensive Land Information Assessment for the State of Florida. Final Report. Preapred for the Florida Information Resource Commission. Florida Resources and Environmental Analysis Center, Homer Hoyt Center for Land Economics and Real Estate. Florida State University. December 1995. Co authors, Stephen H. Hodge, Dean K. Jue and James W. May.
- "Using GIS for Estimating and Profiling Geographic Market Areas," <u>Proceedings of 32nd Annual Clinic on Library Applications: GIS and Libraries, Patrons, Maps and Spatial Information</u> Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, Champaign, Illinois, April 2-4, 1995.
- "Automatic Creation and Maintenance of an Organizational Spatial Metadata and Document Digital Library," presented and submitted to <u>Digital Libraries 95</u>, Austin, Texas, June 11-13, 1995.
- "Retail Location Theory: Can it Help Solve the Public Library Location Dilemma," a chapter in Research Issues in Public Libraries: Trends for the Future, edited by Joy Greiner. Greenwood Publishing Group, Inc.: Westport, 1994.
- "Public Library Site Evaluation and Location: Past and Present Market-Based Modeling Tools

- for the Future," <u>Library and Information Science Research</u> *v.14 (October/December 1992).*
- "The U.S. Census Bureau 1990 TIGER/Line Files: an Overview." a paper sponsored by the Homer Hoyt Center for Land Economics and Real Estate, Florida State University, Tallahassee, FL.
- "Information Needs of State Agencies," research conducted for the State Library of Florida, Tallahassee, Florida, 1989. Co-authored with F. William Summers and Charles Conaway, funded by the Library Services Construction Act.
- "Media Center Layout: A Marketing Based Plan," <u>School Media Annual 1986 Volume Four</u>, edited by Shirley Aaron, co-authored. Libraries Unlimited, Littleton, Colorado, 1986: 297-306.
- "Marketing Strategy for Children's Services," <u>Public Library Quarterly</u> 7 (*Winter 1986/1987*): 27-40. Co-authored with Dr. Persis Rockwood.
- Strategic Marketing of Library Services, competitive selection process by <u>American Libraries</u> for a four-part tutorial series. This was written and to be published in 1988. The series was not published due to change in magazine format. Co-authored with Dr. Persis Rockwood.
- "Free Air time, Can You Afford It?" Public Information Office, Dept Health and Rehabilitative Services, State of Florida, 1980.

Presentations

- "Marketing 3.0: a Paradigm Shift from Product Centric to People Centric," sponsored by TERI: The Energy and Resources Institute, August 20, 2018, New Delhi, INDIA.
- "Marketing for Information Organizations," 3-part program at TEI, National Library and City Hall for UNESCO Program of the Book, sponsored by US Embassy, November 30 December 2, 2017, Athens, Greece.
- "Marketing Library and Information Services: a Practical Guide," Workshop, International Federation of Library Agencies, August 16, 2017, Bergen Norway
- "True Marketing," Management and Marketing Section, International Federation of Library Agencies, August 17, 2016, Columbus, OH

- "iMap Libraries: Geographic Market Area Determination for Optimizing Services to Potential and Diverse Customer Markets." Arkansas Library Association, Hot Springs, Ark., October 7, 2013.
- "Storytelling F2F and Online." Arkansas Library Association, Hot Springs, Ark., October 8, 2013.
- "Marketing Your Library: Client Oriented Approach," Russian Library Association and International Federation of Library Agencies (IFLA), Moscow, Russia, February 27, 2013
- "iMap Libraries: Helping to Provide Public Library Equity." Chief Officers of State Library Agencies, State Data Coordinator Annual Meeting, Nashville, TN., December 13, 2012.
- "Marketing SWGLAS." Southwest Georgia Regional Library, Bainbridge, GA, November 8, 2011.
- "True Marketing." EUROLIS Conference, chair and presenter, London, November 18, 2010.
- "Storytelling ON Face: Online." With eight masters' graduate students. Florida Library Association, May 2010.
- "Service Strategies: Marketing of Library and Information Services." Keynote speaker, *IFLA Athens Pre-Conference*, Athens, Greece, 2009
- "Marketing on a Shoestring: Palm Beach County Library Association." with graduate student, Nicole Stroud. Arkansas Library Association, Little Rock, Ark., 2009.
- "A National Study of Public Library Closure: Why it Happens, Who is Affected, & What to do About It?" with graduate student, Wade Bishop. Florida Library Association. 2009
- "Public Library Branch Closure," with graduate student, Wade Bishop, sponsored by PLA R&S, American Library Association (ALA), Anaheim, CA., June 23, 2008
- "Beta Phi Mu (BPM) Program, "BPM Program, ALA, Anaheim, CA., June 25, 2008
- "Marketing of Library and Information Services: Bay Area Librarians." Keynote Speaker, San Francisco, CA., September 24, 2008
- "Marketing...the Missing Manual," Florida Library Association (FLA) Conference, April 24, 2008

- "Geo-Marketing," Florida Library Association Conference, Orlando, April 2007
- "Before You Begin: New Thoughts on Evaluation & Research," sponsored by Office of Library Outreach Service, ALA, June 23, 2007
- "The Silent Majority? Identifying Hidden Users and the Underserved"," sponsored by Office of Library Outreach Services/ALA, 2007.
- "Neighborhood Level Public Library Service to Special Populations: a Review of Critical Data Needed for Optimal Service Provision," Northumbria Pre-Conference for IFLA Management and Marketing Section, Cape Town 2007
- "Marketing Research that Impacts Outreach to Special Populations," sponsored by Office of Library Outreach Service, ALA, June 26, 2004.
- "Come, Explore Public Library Geographic Database (PLGDB): A National Map of 16,000 Libraries and Customer Data." Sponsored by the Public Library Association, ALA, Phoenix, AZ, June 27, 2004
- "Brew it and They Will Come: Retail Layout for Libraries," sponsored by LAMA ALA, June 27, 2004.
- "Come, Explore Public Library Geographic Database (PLGDB): A National Map of 16,000 Libraries and Customer Data." Sponsored by the Public Library Association, ALA, June 27, 2004.
- "Virtual Reference Desk: New Tool for Marketing Research," IFLA, Sao Paul, Brazil, 2005.
- "Marketing Library and Information Services: a Practical Approach." South Georgia Association of Libraries, Leesburg, GA., February 25, 2005
- "Planning for the Future," SIRSI Super Conference 2005: Nashville, TN, February 27, 2005.
- FSU Department of Geography Spring 2005 Colloquium Series
 "US Public Library Geographic Database: an Internet-Based Decision Support Tool for Public Librarians," March 25, 2005.
- "Mining the US Public Library Database: A Treasure Trove of Customer Data."

 Alabama Library Association, "And the Magic Continues...100 Years & Beyond,"

 Birmingham, AL., April 20, 2005.

- "Marketing Digital and Other Reference Services." VRD 5th Annual Conference, presented marketing workshop, San Antonio, TX, November 19, 2003
- "Building a US National Public Library Database: 16,000 Libraries and Counting." July 8, 2003, San Diego, Ca. ESRI 23rd Annual Conference.
- ""US Public Library Database 'Demographics, Library Use and Mapping," and "Public Library Stakeholders: Vested Interests, Potential Conflicts, A Case Study." International Federation of Library Agencies, Berlin, Germany, August 2003
- "National Public Library Geographic Database," FSCS Annual Meeting, Phoenix, AZ, December 2002.
- "Marketing for Library and Information Professionals," NEFLIN, November 7, 2002, Jacksonville, FL.
- "Customer Satisfaction: the Best Prescription," SCC Medical Librarians Conference, San Antonio, Texas, October 16, 2002
- "Marketing for Library and Information Professional," SCC/Medical Librarians Conference, San Antonio, Texas, October 16, 2002
- "Public Libraries Discussion Group," chair, International Federation of Library Agencies (IFLA) Glasgow, Scotland, August 18, 2002.
- "Using Market Research to Improve Customer Service," a preconference, sponsored by the Management and Marketing Section, IFLA, Glasgow, Scotland, August 15-16, 2002.
- "Developing a GIS Basemap for Public Libraries," ESRI Education User Conference, San Diego, CA., July 5-7, 2002
- "Mapping the Public Library Database," sponsored by the Library Research Roundtable, American Library Association, Atlanta, GA., June 16, 2002.
- "Marketing for Library and Information Professionals," a post conference workshop, Florida Health Sciences Association, St. Augustine, FL., April 16, 2002
- "Customer-Based Marketing for Health Professionals," Florida Health Sciences Association, St. Augustine, FL, keynote address, April 15, 2002

- "Marketing Research for Information Professionals," preconference at the Public Library Association, Phoenix, AZ, March 13.
- "Counting on Results: Measuring Outcomes," Public Library Association Conference, Phoenix, AZ., March 16, 2002.
- "Marketing Research for Library and Information Professionals," pre conferences at the Special Library Association, San Antonio, TX, and at National Conference on Asian Pacific Librarians, San Francisco, CA., June, 2001
- "Handheld Computers in Libraries: The Technologies and Their Applications," preconference, Library and Information Technology Association, American Library Association, San Francisco, CA., June 2001.
- "Library Application of Marketing Research," sponsored by the Library Research Roundtable, American Library Association, June 2001.
- "A Practical Guide to Marketing for Public Agencies and Non-Profit Organizations: Marketing library and Information Services." A Preconference Workshop conducted for 10th annual PIALA 2000, Tumon, Guam, November 7, 2000.
- "Marketing and Communicating Libraries." a satellite IFLA Conference, sponsored by the IFLA Section of Management and Marketing, August 8-11, 2000, Haifa, Israel.
- "Evaluation and Statistics as a Marketing Tool," Performance Measures Discussion Group, 66th Annual International Federation of Library Agencies Conference, Jerusalem, Israel, August, 2000.
- Estimating Your Public Library Outlets Actual Market Size;" "What Going On in There?;" and Gounting the Uncounted in Libraries: The Need, the Method, The Results." Annual American Library Association Conference, Chicago, IL., July 6-12, 2000.
- "Public Sector Market Research Utilizing ArcView GIS," and "Using Circulation Data to Establish Library Geographic Market Areas." 20th ESRI International User Conference, San Diego, CA, June 26-30, 2000.

- "Effective Use of Geographic Information System Software for Library Facility Siting." Florida Library Association, Tampa, FL. April 25, 2000.
- "Marketing Library and Information Services." A workshop developed for the Preconference SCECSAL 2000, Windhoek, Namibia. April 9-10, 2000.
- "Measuring Library Services Where Minorities are the Majority: the Final Report and Recommendations." Public Library Association, Charlotte, NC., April 1, 2000.
- "Performance Measures for Public Libraries in Minority Communities." FSCS Professional Development Conference. San Antonio, TX. March 26-29, 2000.
- "Marketing the Library Association in the New Millennium." Workshop developed and produced for West African Library Association. University of Ibadan, Ibadan, Nigeria, October 11-14, 1999.
- "Collecting Detailed In-Library Usage Data in US Public Libraries: the Methodology, the Results and Impacts," 3rd International Performance Measurement in Library and Information Services Conference, Newcastle, England, August 29, 1999.
- "Before a Library Facility Closes...What Should Library Managers Know?" Strategic Management and Public Policy Workshop, 65th International Federation of Library Agencies Conference, Bangkok, Thailand, August 26, 1999.
- "A Marketing Strategy for Reference Services Built Upon Performance Measures." Performance Measures and Marketing Workshop, 65th International Federation of Library Agencies Conference, Bangkok, Thailand, August 26, 1999.
- "The Location of Your Library Building: Why it is Important and How to Do It Using GIS," 14th International Library Buildings Institute, Shanghai, China, August 16, 1999.
- "Integrating GIS (Geographic Information System Software) into Marketing: Some practical Suggestions." 19th Annual ESRI GIS User Conference, San Diego, CA., July 1999.

- "New Performance Measures for Public Libraries." Black Caucus of the American Library Association 4th Annual Conference, Las Vegas, NV., July, 1999.
- "In-Library Usage in Libraries Serving Asian Americans." Chinese American Library Association, American Library Association Annual Conference, New Orleans, June 1999.
- "Market-Based Performance Measures for Public Libraries Serving Lower Income and Majority Minority Markets." Second Annual Diversity Fair, American Library Association Annual Conference, New Orleans, June 1999.
- "Where Minorities are the Majority: Utilizing GIS and New Technologies to Improve Performance Measures in Majority Minority Library Markets." American Library Association Annual Conference, New Orleans, June 1999.
- "Library Use and Poverty: Que Pasa?" Library Services to Youth of Hispanic Heritage. The Fourth National Institute for Hispanic Library Education, University of South Florida, Tampa, Florida, March 12 14, 1999.
- "Colloquium on Management and Marketing of Information Systems and Services in Africa." Ouagadougou, Burkina Faso, Africa, January 5-7, 1999. Chaired two sessions.
- ☐Market-Based Adult Lifelong Learning Performance Measures for Public Libraries Serving Majority-Minority Markets: Phase Two." International Federation of Library Associations Conference '98, Amsterdam, NL, August 14-22,1998.
- "GIS and Marketing in the Public Library Environment." Environmental Systems Research Institute (ESRI), 18th Annual User Conference, San Diego, CA., July 27-31, 1998.
- "Where Minorities are the Majority." American Library Association Conference 98. Washington, DC, June 26-July 1, 1998.
- "Market -Based Performance Measures for Public Libraries Serving Lower Income and Majority-Minority Markets." American Association of Geographers, 98. Boston, MA., March 25-29, 1998.
- "What do Public Librarians Need to Know About...Public Library Service to Minority Markets,

- Libraries for the Florida Future: Technology and Access for All." October 13, 1997, State Library of Florida, Tallahassee, FL.
- "Market-Based Adult Lifelong Learning Performance Measures for Public Libraries Serving Lower Income and Majority-Minority Markets." International Federation of Libraries Association '97. Copenhagen, Denmark, September 2-3, 1997.
- "A Multi-Media Educational Tour of the National Spatial Data Infrastructure," produced by the Pietrodangelo Production Group, in CD-Rom format. Awarded 1997 Project Showcase Winner-Most Innovative Project, Urban and Regional Information Systems Association '97 Conference. Toronto, Canada, June, 1997.
- "Hot Topic Market-Based Adult Lifelong Learning Performance Measures for Public Libraries Serving Lower Income and Majority-Minority Markets. LITA-LAMA National Conference 1996. Pittsburgh, Pa. October 15, 1996.
- "Geographic Information Systems (GIS): Optimal Use in Public Libraries." Public Library Association 6th Annual Conference, March 30, 1996, Portland, Oregon.
- "The Hows and Whys of Providing Access to GIS Data in Public Libraries. Urban and Regional Information Systems Association Annual Conference, July 16, 1995, San Antonio, TX.
- "Library Use Collection Methodology: Does One Size Fit All?" Using GIS to Determine what Type of Data to Collect in Differing Library Markets. U.S. Dept of Education National Center for Education Statistics, Learning From Each Other 1995. Arlington, Va. July 19, 1995.
- "Four Case Studies Re: Effects of Race Minority Status on Library Use within Majority-Minority Library Markets Based Upon Two National Studies." Three-member panel, Research Results for Improved Practice. Multiculturalism and the Public Libraries: Sponsored by Public Library Research and Statistics Committee. American Library Association Annual Conference 1995, Chicago, Illinois.
- "Using GIS (Geographic Information System Software) for Library Planning." Preconference

- sponsored by Library and Information Technology Association GIS Interest Group: Geographic Information systems: An Introduction. American Library Association 1995 Annual Conference, Chicago, Illinois. June 23, 1995.
- "Automatic Creation and Maintenance of an Organizational Spatial Metadata and Document Digital Library. June 11 13, 1995. Digital Libraries
 ☐ 95 Conference, Austin, Texas.
- "Implementing GIS in the Public Library Arena. GIS and Libraries: Patrons, Maps and Spatial Information." 32nd Annual Clinic on Library Applications of Data Processing. Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, April 3, 1995.
- "Utilizing Geographic Information Systems for Planning and Assessment of Market Areas. U.S. Dept of Education National Center for Education Statistics." :Putting it Altogether Conference 1994. July 20, 1994, Arlington, Va.
- "Utilizing Geographic Information Systems to Assess Public Library Service to Majority-Minority Markets. Carroll Baber Research Award 1991-92 Results. Library Research Round Table." American Library Association 1994 Conference. June 26, 1994, Miami Beach, Florida.
- "The Clear Picture: Using Census Data for Library Planning in a Geographic Information System Environment." Library Administration & Management Association, Using Statistics for Library Presentations & Communications Committee, American Library Association 1994 Conference. June 26, 1994, Miami Beach, Florida.
- "An Architecture and Operation Model for a Spatial Digital Library." Digital Libraries 94 Conference. June 23, 1994, Texas A&M University, College Station Texas.
- "PLUS+GIS: A Project to Introduce GIS to Public Library Patrons." American Association of Geographers 1994 Annual Meeting, San Francisco, Ca. March 30, 1994.
- Utilizing Geographic Information Systems (GIS) for Profiling Market Areas. 1994 Conference on Elementary-Secondary Education Management Information systems: State and Local Models for Excellence. National Center for Education Statistics, U.S. Department of Education. February 23-25, 1994, Orlando Florida.
- Using GIS (Geographic Information Systems) for Library Planning. Federal-State Cooperative System for Public Library Data 6th Annual Training Workshop. National Center for

- Education Statistics, U.S. Department of Education. December 8, 1993, Alexandria, Virginia.
- "The Biggest Picture: Putting Libraries on the Map & Keeping Them on the Agenda. Library Administration & Management Association, Using Statistics for Library Presentations & Communications Committee, American Library Association 1992 Conference, San Francisco, CA.
- "Library Siting and Marketing." North Florida Library Association, April 23, 1991, Tallahassee, Florida.
- "Developing Public Library Marketing Profiles through the Application of Computerized Census Data." Poster Session III: Movers and Shakers, ALA Poster Session Committee, American Library Association 1991 Conference, Atlanta, Georgia.
- "Market-Based Modeling for Public Library Facility Location and Use-Forecasting." Research Forum II: Modeling, Statistics and Information Needs, Library Research Round Table, American Library Association 1991 Conference, Atlanta, Georgia.
- "Location, Location, Location--Selecting a Library Site," Public Library Association Metropolitan Library Section, American Library Association 1991, Atlanta, Georgia.

 "Marketing Reference Services," Florida Library Association, Jacksonville, Florida, Spring 1989.

Contracts and Grants

- 2012-14 "PLUS-Maps: Improving Equity in Public Library Service," Principal Investigator. Institute of Museum and Library Services, NLS, Planning Grant, planning grant to create national forums of discussions by public librarians and key stakeholders regarding development of maps and databases indicating un and underserved public library customers bas on new US Census Data (\$100k).
- Principal Investigator. **Sirsi-Dynix** Geo-Market Area Study(\$46,000); **OCLC**Library Closure Study (\$37,000); **ALA World Book** Linguistic Isolation Study (\$10,000); (Co-PI) **GATES** Digital Base map US Libraries (\$30,000); **NCLIS/USDOE** Delphi Study: Decision makers Data Needs (\$27,000), related to US PLGDB www.geolib.PLGDB.cfm.

Museum and Library Services, award of \$250,000 to develop a national database of relevant public library data linked to a digital basemap. 12/2001 Osceola County Library Master Plan. Principal Investigator. Developing a long range plan for library services and facilities for this growing Florida county. Utilization of marketing research principles and geographic information system software (GIS) \$52,000. 11/2001 Fellowship. Freedom Forum (of the Newseum in Washington, D.C.) and the **Special Library Association** to instruct journalists and journalism students on more effective Internet search strategies, October 27-November 10, in Hong Kong, Macau and the Philippines. Declined after events of 9/11. 5/2001-2/2002 National Public Library Mapping Project, National Center for Education Statistics and National Commission on Library and Information Services (NCLIS). First time ever base map development of geocoded public library

outlets, 16,000. Co-Principal Investigator, Dean K. Jue. \$121,000.

US National Public Library Spatial Database. Principal Investigator. Institute of

7/99 -7/2000

10/2002-04

"Library Service Area Determinations through User Address Data and Use of Geographic Information Systems." **Loleta D. Fayan Award, American Library Association**. Co-Principal Investigator with Dean K. Jue, Florida Resources and Environmental Analysis Center. \$10,000

9/99-9/2001

"Counting On Results: New Tools for Outcome-Based Evaluation of Public Libraries." **1999 National Leadership Grants. The Institute of Museum and Library Services.** Project Director, Keith Curry Lance, Colorado Department of Education. **Project Consultant**.

12/98 -

"Public Sector Market Research: A Continuing Education Course for Public Librarians Utilizing Geographic Information Systems." 1998 National Leadership Grant. The Institute of Museum and Library Services. Project Director. The project's goal is to develop and teach a marketing research continuing education course for public librarians, utilizing two emerging

technologies, geographic information system software and personal digital data collectors to facilitate better data collection and analysis, \$250,000.

- A Multimedia Tour of the NSDI. Federal Geographic Data Subcommittee Award, United States Geological Survey. (Co-principal investigator.) The project entails development and distribution of an interactive, *media intensive* educational outreach program introducing prospective users and providers to the potential of the National Spatial Data Infrastructure. Produced by Pietrodangelo Production Group. Won first place in the most innovative project category at URISA Conference, Toronto Canada, 1997, \$45,000.
- 9/96 2/99 Market-Based Adult Lifelong Learning Performance Measures for Public Libraries Serving Lower Income and Majority-Minority Markets. Field Initiated Studies Educational Research Grants, Office of Educational Research and Improvement, U.S. Department of Education. Project Director. The project goal is to research, demonstrate and validate the use of marketing principles and new information technologies by public librarians, in assisting them to inventory, analyze and evaluate the adult lifelong learning needs for libraries located in majority-minority or low income market areas. Award \$422,000. This was the only library-related award granted.
- 7/92 7/93 Assessing Public Library Service to Minority-Majority Markets Utilizing Geographic Information Systems. **Carroll Preston Baber Research Award,** top research award of the American Library Association, **1991/1992**. Co-investigator, Dean F. William Summers, Florida State University School of Library and Information Studies, Tallahassee, FL. \$10,000.
- 9/92-3/2012 Brought in grantfunding (over 1 million) for Tallahassee Leon Shelter, serving as a board member (voluntary.)
- Winter 1983 "Brown Bag Film Festival," a twelve week film festival highlighting other Georgia grant-funded productions such as above. Simple brown bag lunch bag used as a program announcement which was judged **Best Brochure** in the Southeastern Library Association conference by the Atlanta Advertising Club.
- 9/82 4/83 "Three Notch Trail," a videotape production funded by a grant from the **Georgia Endowment for the Humanities** which documented the history of southwest

 Georgia area that the sponsoring regional library served. Responsible for writing,

administering the grant, hiring principals and securing CBS-television station to produce it. The program is still circulating in the educational system of Georgia.

SERVICE

Florida State University

School of Library and Information Studies, College of Communication & Information

Committee member, Masters team (2006-2013); Marketing 2010-2013); ALA Committee on Accreditation 2011-2012.

Development, Outreach and Recruitment Committee (2013-).

The Profession

Executive Director, Beta Phi Mu, Intl Library and Information Studies Honor Society, June 2007 – July 2012

Editorial Review Board, Library Review, 2006-Present

FACET Publishing, International Advisory Board 2011-

American Library Association, 1984-Present

Standing Committee, Committee on Research and Statistics

Appointed by ALA President, 2002-2004

* Public Library Association

Committee on Research and Statistics, 2002-2008

- 1. Marketing of Public Libraries Section Distribution of Library Services Committee 1990-1992.
- 2. Metropolitan Library Section Program Committee 1990- 91.
- 3. Community Analysis and Marketing Research Committee 1996-1998.
- 4. Marketing of Public Library Services Committee 1999-2003
- * Association for Library Services to Children
- * Library Administration and Management Association

- 1. Statistics Section Using Statistics for Library Presentations & Communications Committee 1991-96.
- 2. Buildings Equipment: Library Interiors Committee 2003-2005
- * Intellectual Freedom Roundtable & Library Research Roundtable
- * Membership Committee-2000-2002

Special Library Association, 1999-

Federal State Cooperative System - Public Library Data Use Subcommittee, U.S.

Department of Education and National Center for Education Statistics 1994-97

International Federation of Library Agencies

*Management and Marketing Section

Standing Committee Member 1997-2003; 2007-2011; 2015 – 2019

Information Officer 2007-2009: 2010-2011

International Marketing Award Jury 2003-2011; advisor 2011 to present

Public Libraries Discussion Group Chairman 2000-2002

Committee on Standards 2015-2017

Library Geo-mapping Study Advisory Committee, U.S. Department of Education, Fall 1996

West African Library Association 1999-

Florida State University Alumni Organization

Awards and Honors

University Graduate Teaching Award –2016

Excellence in Online Teaching - Course Design 2014

Transformation Through Teaching Award - 2013

International Federation of Library Agencies, Scroll of Honor Award, 2011

School of Library & Information Studies, FSU Alum of the Year Award 2011

Outstanding Faculty of the Year Award – School of Information, FSU, 2009; 2015

Guardian of the Flame Award, Burning Spear Award, FSU - 2008

Nominated for FSU University Teaching Award 2006; 2007; 2009; 2010; 2011;2013; 2015

Twenty Five Women You Need to Know - Tallahassee Democrat (Community) 2009

FSU Office of Research 2006; 2007 Innovator's Award

ESRI Special Achievement in GIS Award- 2005

Beta Phi Mu - Library Scholarship Organization

Phi Kappa Phi - National Scholarship Organization

National Center for Educational Statistics Cooperative Systems Fellows Program, Fall 1995. U. S. Department of Education, Washington, D.C.

Who's Who in America 1996-

Olympic Torchbearer (Community Hero, Tallahassee, FL.) 1996 Olympic Games

Leon County Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5
December 11, 2018

Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Amended and Restated Public Safety Dispatch Consolidation Interlocal

Agreement with the City of Tallahassee and Leon County Sheriff

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

Statement of Issue:

To:

This item seeks Board approval of the Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff. The Amended Agreement clarifies the structure and purpose of the CDA Management Committee.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the Amended and Restated Public Safety Dispatch Consolidation

Interlocal Agreement with the City of Tallahassee and Leon County Sheriff

(Attachment #1).

Title: Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff

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Report and Discussion

Background:

This item seeks Board approval of the Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff. The Amended Agreement clarifies the structure and purpose of the CDA Management Committee.

On May 31, 2012, the City, County, and Sheriff entered into the Consolidation of Public Safety Dispatch Communication Interlocal Agreement (Agreement). The Agreement, which has since been amended several times, establishes the creation, government, and management of the Consolidated Dispatch Agency (CDA).

In accordance with the Agreement, the governing body of the CDA consists of the Leon County Administrator, City of Tallahassee City Manager, and the Leon County Sheriff. This governing body is referred to as the CDA Board, and is currently advised by a Management Committee consisting of the Sheriff's appointee, the Police Chief, the Fire Chief, and the EMS Chief. Overall management of dispatch services is overseen by the CDA Director. In addition, pursuant to the interlocal agreement, the Digital Trunked Simulcast Radio System (800 Mhz) is administered and operated by the Management Committee.

Analysis:

The attached Amended and Restated Agreement clarifies the structure and purpose of the CDA Management Committee including when the body is intended to act as a decision-making committee.

Currently, the Agreement does not clearly specify when the Management Committee is intended to act as a technical advisory body versus a decision-making committee, which is subject to Section 286.011, Florida Statutes, also known as the Government in the Sunshine Act. This is a necessary distinction as the members of the Committee, which includes the Police Chief, the Fire Chief, and the EMS Chief, must be able to meet and communicate freely regarding operational issues without potentially violating the State's sunshine laws.

If approved by the Board, the CDA Management Committee would only act as a decision-making committee, subject to Section 286.011, Florida Statutes, when making recommendations directly to the CDA Board. The Committee would make recommendations regarding the following: (1) the hiring of the CDA Director; (2) issues concerning the Digital Trunked Simulcast Radio System; and (3) other issues specifically assigned by the Board to the CDA Management Committee for recommendation.

In all other capacities, the CDA Management Committee will act as a technical advisory body to the CDA Director. The Committee would provide the Director with information regarding the following issues relating to the administration of the CDA: (l) standard operating procedures; (2) personnel policies; (3) budgetary, insurance, purchasing, human resources, fleet and facilities,

Title: Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff

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technology and dispatch needs; and (4) long and short-term plans for the operation of the CDA. In turn, the CDA Director would be responsible for making recommendations to the CDA Board regarding these issues.

The Amended Agreement also places the responsibility of the general administration and operation of the Digital Trunked Simulcast Radio System with the CDA Director.

Options:

- 1. Approve the Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff (Attachment #1).
- 2. Do not approve the Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff.
- 3. Board direction.

Recommendation:

Option #1

Attachment:

1. Amended and Restated Public Safety Dispatch Consolidation Interlocal Agreement with the City of Tallahassee and Leon County Sheriff

AMENDED AND RESTATED INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE, LEON COUNTY, FLORIDA AND LEON COUNTY SHERIFF REGARDING THE CONSOLIDATION OF PUBLIC SAFETY DISPATCH COMMUNICATIONS

THIS AMENDED AND RESTATED INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and among the City of Tallahassee, a Florida municipal corporation (the "City"); Leon County, Florida, a charter county and political subdivision of the State of Florida (the "County"); and the Leon County Sheriff (the "Sheriff").

RECITALS

WHEREAS, the City, County and Sheriff are authorized to establish a separate legal entity pursuant to Section 163.01, Florida Statutes, which provides that any public agency, including any city, county, and any independently elected county officer, shall have the power to establish a separate legal entity by interlocal agreement to administer the provision of public safety consolidated dispatch services on a countywide basis; and

WHEREAS, the City, County and Sheriff wish to enter into an agreement that creates a consolidated dispatch agency for the purposes of dispatching law enforcement, fire and emergency medical services personnel; and

WHEREAS, the City currently dispatches Tallahassee Police Officers and the Tallahassee Fire Department; and the Sheriff's Office currently dispatches Leon County Sheriff Deputies; and Leon County currently dispatches Leon County Emergency Medical Services personnel; and

WHEREAS, the consolidation of the dispatch function of all law enforcement and emergency personnel is found and declared to be in the best interest of the health, safety and welfare of all Leon County and City of Tallahassee residents; and

WHEREAS, the City, County and Sheriff entered into a Memorandum of Agreement dated December 13, 2006 and an Amendment to Memorandum of Agreement dated November 3, 2011, collectively, the "MOA", to create a Public Safety Communications Board to manage the existing 800 MHz Public Safety Communications system and develop a plan for public safety consolidated dispatch services on a county-wide basis; and

WHEREAS, the City, County and Sheriff hereby find it appropriate to dissolve the Public Safety Communications Board, terminate the MOA, and replace same with this Chapter 163 Interlocal Agency Agreement; and

WHEREAS the City, County, and Sheriff entered into an Interlocal Agreement for the Consolidation of Public Safety Dispatch Communications dated May 31, 2012; and

WHEREAS Section 15(B) of the Interlocal Agreement provides authority to amend the terms of the Interlocal Agreement; and

WHEREAS all Parties have agreed to incorporate the First Amendment dated October 4, 2012; the Second Amendment dated March 27, 2013; the Third Amendment dated May 14, 2013; and the Fourth Amendment dated December 14, 2016 into this, Amended and Restated Interlocal Agreement Between the City of Tallahassee, Leon County, Florida and Leon County Sheriff Regarding the Consolidation of Public Safety Dispatch Communications.

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

SECTION 1. CONSOLIDATED DISPATCH AGENCY

Pursuant to Section 163.01(7), Florida Statutes, the City, County and Sheriff, collectively the Parties, hereby create a Consolidated Dispatch Intergovernmental Agency ("Consolidated Dispatch Agency" or "CDA") to govern and manage the provision of public safety consolidated dispatch services on a county-wide basis. This Agreement is intended to replace the MOA, which will be terminated by a separate agreement that also will dissolve the Public Safety Communications Board.

SECTION 2. POWERS AND DUTIES OF CONSOLIDATED DISPATCH AGENCY

The CDA, being established and charged with the responsibility of providing public safety consolidated dispatch services for the Leon County Sheriff, Leon County Emergency Medical Services, and the City of Tallahassee Police and Fire Departments, shall have all of the powers granted to it by this Agreement and the general laws of the State of Florida as may be necessary and proper to carry out the intent and purposes of this Agreement. In addition thereto, the CDA shall have the following specific powers and authority:

- 1. To sue and be sued in the name of the CDA.
- 2. To pay any and all costs of the CDA, including but not limited to, the acquisition of equipment and services for the provision of public safety consolidated dispatch services.
- 3. To hire, employ and retain any and all persons deemed necessary to carry out the purposes of this Agreement.
- 4. To enter into contracts, including but not limited to, those with emergency service providers, municipalities, counties and state and federal governmental units, for the purposes of obtaining financial aid, grants, assistance or benefits, and otherwise, for the purpose of carrying out the intent of this Agreement.
- 5. To participate in state and city retirement and pension plans for the benefit of its employees.
- 6. To exercise any other powers provided by this Agreement supplemental, incidental or amendatory hereto, as adopted by the Parties.

SECTION 3. GOVERNING BODY; POWER AND DUTIES OF THE BOARD

- A. The governing body of the CDA established hereby shall consist of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the "Board", and shall meet as necessary to conduct its duties and responsibilities in accordance with the powers set forth in this Agreement. The Board shall govern itself wholly within the purview of the Government-in-the-Sunshine-Act. A quorum shall be required to take any official action by the Board, which shall consist of all three (3) members. Action by the Board shall be upon unanimous vote.
- B. The Board shall have all the powers granted to it by this Agreement, and as may be necessary to carry its duties as set forth herein. In addition thereto, the Board shall have the specific authority to adopt an annual operating budget, subject to approval by the Parties, and shall be required to meet, and adopt said annual operating budget by August 30. Failure to adopt a budget by August 30 shall cause the immediate past (or current) fiscal year annual operating budget to be adopted for the next fiscal year by the Board. The Board shall also have the specific authority to appoint a CDA Director, and shall have the authority to terminate the employment of the CDA Director, as it deems appropriate. The Board shall evaluate the performance of the CDA Director on not less than an annual basis.
- C. The Board, upon the recommendation of the CDA Director, shall adopt standard operating procedures that shall govern the operations and performance of the CDA.
- D. The Board, upon recommendation of the CDA Director, may adopt personnel policies for administration of CDA personnel matters, including but not limited to layoff, leave, anti-harassment, anti-discrimination, hiring, payroll, and grievance. In the absence of such an adoption, CDA personnel matters shall be administered in accordance with City personnel policies. Any changes to personnel policies after the Commencement Date which apply to CDA employees shall be binding on the CDA unless and until otherwise rejected by the Board. The City shall provide the CDA Director with copies of its current personnel policies; and, thereafter, shall provide copies of all amendments to such policies.

SECTION 4. <u>CONSOLIDATED DISPATCH AGENCY MANAGEMENT</u> <u>COMMITTEE</u>

- A. A CDA Management Committee is hereby established to provide information to the CDA Director. The CDA Management Committee shall consist of the Sheriff's Appointee, the Police Chief, the Fire Chief and the Emergency Medical Services Chief, or their respective designees.
- B. The CDA Management Committee shall provide information to the CDA Director with respect to the following issues relating to the administration of the CDA: (1) standard operating procedures; (2) personnel policies; (3) budgetary, insurance, purchasing, human resources, fleet and facilities, technology and dispatch needs; and (4) long and short-term plans for the operation of the CDA.

- C. The CDA Management Committee shall only act as a decision-making committee, subject to Section 286.011, Florida Statutes, and make recommendations to the Board regarding (1) the hiring of the CDA Director; (2) issues concerning the Digital Trunked Simulcast Radio System; and (3) other issues specifically assigned by the Board to the CDA Management Committee for recommendation. A quorum, which shall consist of not less than three members, shall be required for the CDA Management Committee to consider any official action pursuant to this section. Official action by the CDA Management Committee shall be upon majority vote of the members present at a meeting.
- D. The CDA Director shall be responsible for the general administration and operation of the Digital Trunked Simulcast Radio System, owned by the Parties, in accordance with that certain Agreement among the Parties dated December 20, 2007, as the same may be amended from time to time.

SECTION 5. CONSOLIDATED DISPATCH AGENCY DIRECTOR

- A. There is hereby established the position of the CDA Director. The CDA Director shall be hired by the Board and may be terminated by the Board or by the City Manager, the Leon County Administrator or the Sheriff, individually. The CDA Director shall be an at-will position and shall report directly to the Board.
- B. The CDA Director shall direct the CDA towards its primary objective and assume overall management control of all public safety consolidated dispatch services county-wide. The CDA Director's duties shall include, but not be limited to, the following: developing policies, procedures and an annual operating budget for the CDA, subject to the review of the CDA Management Committee and approval of the Board; updating the CDA Management Committee with project status reports, as necessary; managing the daily operations of the CDA; supervising and evaluating CDA employees; and implementing an annual financial audit conducted by an independent public accounting firm licensed under Chapter 473, Florida Statutes.

SECTION 6. LOCATION

The primary location for the Consolidated Dispatch Agency shall be in the Public Safety Complex Facility located at 911 Easterwood Drive, Tallahassee, Florida. A separate Agreement shall govern the operation and maintenance of the Public Safety Complex Facility. A back-up facility for the Consolidated Dispatch Agency shall be located at the Leon County Jail.

SECTION 7. PERSONNEL

- A. All existing dispatch operations personnel of the City, the Sheriff and the County shall become employees of the Consolidated Dispatch Agency upon the Commencement Date of the Agreement.
- B. For purposes of retirement, existing Sheriff and County employees may elect, not later than the Commencement Date, to maintain their current retirement plan through the Florida Retirement System. Alternatively, existing Sheriff and County employees may elect, not later than the Commencement Date, to switch to the City's Pension Plan. Existing Sheriff and County

employees will be provided professional financial support in evaluating the election described above. All new employees of the CDA hired after the Commencement Date shall become members of the City pension plan. The CDA will be the retirement administrator for all CDA employees, although the City will act as its agent.

- C. The CDA shall be the benefit administrator for all CDA employees. The City will be the retirement benefit administrator for all CDA employees.
- D. The sole authority to hire and terminate employees of the CDA shall rest with the CDA Director.

SECTION 8. FUNDING

- A. The City and County shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the City, and the per capita population within the unincorporated area of Leon County for the County, as established in the most recent certified census ("Proportionate Share"). The CDA budget shall include costs associated with the provision of public safety consolidated dispatch services contemplated under this Agreement, including the operation and maintenance of work space, personnel, equipment and other Service Cost Allocations attributable to the CDA. The budgeted allocations will be made net of any other resources utilized to support the CDA, such as Fire and/or Emergency Medical Services revenues, grants in aid, etc. The allocation of costs for operation and maintenance of the Public Safety Complex shall be governed by a separate Agreement.
- B. Service Cost Allocations are defined as those costs associated with services provided to the CDA by the Parties, which include but are not limited to, human resources, accounting, purchasing, information services, risk management, insurance, legal, finance, revenue collection, treasury management, records management, retirement administration, payroll, accounting services and equipment. The respective Party providing each service shall be entitled to reimbursement or credit through a cost allocation which shall be included in the CDA's annual budget.
- C. The annual budget for each fiscal year, inclusive of pay adjustments, of the CDA which is to be funded as set forth above, shall be prepared by the CDA Director, reviewed and upon the recommendation of the CDA Management Committee, adopted by the Board prior to the inception of each fiscal year, and approved by each Party before such budget shall become effective. The CDA budget request shall be submitted by the CDA Director in a format consistent with the City's budget process. The budget shall be amended and approved as part of the budget process of each Party. Not later than December 15 of each year, all unspent budgeted funds for the preceding fiscal year shall be returned to the Parties, based upon their Proportionate Share. Not later than the first day of each fiscal year quarter, the City and the County shall transfer funds to the CDA an amount equal to one quarter (1/4) of their Proportionate Share of the approved annual budget for the CDA.
- D. Funding to support the hiring of the CDA Director prior to the Commencement Date shall be allocated to the Sheriff and City based on the Proportionate Share.

SECTION 9. OPERATIONS

- A. All standard operational procedures of the CDA must be approved by the Board, upon the recommendation of the CDA Management Committee, pursuant to Section 4.B, and shall be implemented by the CDA Director.
- B. The Board is authorized to utilize employees, property, equipment and services of the Parties in assisting the CDA in performing its obligations and duties as set forth in this Agreement, upon the consent of the Parties, and the subject Party may charge the CDA the reasonable costs associated therewith. By accepting the use of such employees, property, equipment and services, the CDA thereby agrees to pay the reasonable costs associated therewith.
- C. The County shall provide support for the CDA's telephone system. The Sheriff shall provide support for the E-911 system. The City shall provide support for the following: CDA's computer hardware (e.g., personal computers, servers, network, etc.); software; Computer-Aided Dispatch ("CAD") Systems: installation, maintenance, training, and management of the hardware and software supporting Motorola systems (including but not limited to systems used for CAD such as Premier One CAD, NCIC/FCIC, ProQA, Aqua, Adore DOR Tracking, etc.) in coordination with Motorola and/or its vendors. The City and the County, in accordance with the existing GIS Agreement, will support the county-wide Geographical Information System, used by CDA employees and other users, in accordance with that certain Agreement among the City, the County, and the Leon County Property Appraiser dated May 30, 1990, and all amendments thereto (if any). All services provided by or through the City or County shall be billable to, and paid by, the CDA.
- D. To the extent possible, and for purposes of interoperability and resource sharing, the Parties agree to maintain compatible Records Management Systems.

SECTION 10. ADMINISTRATIVE

The CDA shall follow the City administrative policies and procedures relating to purchasing, finance, and accounting unless other policies or procedures are adopted by the Board.

SECTION 11. ATTORNEY TO CONSOLIDATED DISPATCH AGENCY

The Sheriff's designee may serve as attorney of record to the CDA for liability related issues. The City Attorney, or his designee, may serve as attorney of record to the CDA for employment related issues. The Board may appoint an attorney to represent the CDA and Board who shall be a member of the Florida Bar and in good standing with sufficient relevant experience. Attorney's fees for services rendered may be paid by the CDA as approved by the Board. Each Party's legal representative may serve as an attorney of record for legal matters where that Party's interests are directly affected.

SECTION 12. <u>WITHDRAWAL FROM CONSOLIDATED DISPATCH AGENCY</u> AND DISSOLUSION

- A. The CDA shall continue to exist until dissolved in accordance with the general laws of the State of Florida and this Interlocal Agreement. Should any Party desire to withdraw from the CDA, it may do so by adopting an appropriate resolution so declaring its intent to withdraw and notify the Board and the other Parties by April 1st of the ninth year of the then current term, with such termination to be effective at the end of the then current term (10th year). In the event said Party should withdraw from the CDA, the CDA shall be deemed dissolved and upon the Effective Date of such dissolution, all property, real and personal, conveyed to the CDA by the Parties, if any, shall revert to the ownership of the Party that conveyed same.
- B. Should all Parties desire to withdraw from the CDA, the CDA shall be deemed dissolved and upon the effective date of such dissolution, all property, real and personal, conveyed to the CDA by the Parties, if any, shall revert to the ownership of the Party that conveyed such property to the CDA. The Board shall determine the disposition of all property, real and personal, owned by the CDA.

SECTION 13. AGENCY LIABILITY

The CDA, upon the Effective Date of this Agreement, (i) shall be responsible and liable, in accordance with Florida law, for all acts and omissions of the CDA, its officers, agents or employees arising out of, or relating in any way to, the CDA's provision of joint dispatch services under this Agreement and its use or occupancy of the Public Safety Complex and (ii) shall defend, indemnify and hold the Parties harmless from and against any and all suits, damages, and costs, including attorney's fees and costs of defense and litigation, arising out of such provision of services or such use or occupancy. The liability of the CDA under this section is intended to be consistent with the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes, and is not intended to alter said waiver nor extend the liability of the CDA beyond the limits established in said Section 768.28. Nothing in this Section shall be construed as requiring the CDA to so indemnify a Party for that Party's own acts or omissions or the acts or omission of that Party's officers, agents or employees.

SECTION 14. INSURANCE

The CDA shall obtain, and keep in force and effect at all times, (i) liability insurance in such amounts, and providing such coverage, as may be deemed appropriate by the Board, and (ii) workers' compensation insurance in such amounts as may be required by Florida law.

SECTION 15. <u>MISCELLAENOUS PROVISIONS</u>

A. Liability for Prior Claims.

The Parties shall remain liable for any and all claims of property damage, liability, workers' compensation, etc., including but not limited to, payment of claims, judgments, awards, and legal fees for injuries, illnesses, or events occurring prior to the Commencement Date of this Agreement and which is attributable to that respective Party.

B. Amendments.

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

C. Assignment.

The Parties agree not to assign any of the services specified by this Agreement to a third-party without the prior written consent of the other Parties.

D. Conflict Resolution.

- 1. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with this section. The provision of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process is hereby set forth in this section. The aggrieved Party shall give written notice to the other Parties in writing, setting forth the name of the Party or Parties involved in the dispute, the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice."
- 2. Should the Parties be unable to reconcile any dispute, the appropriate City, County and Sheriff personnel shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the Board. If the Parties are unable to reconcile their dispute, they shall report their impasse to the Board who shall then convene a meeting at their earliest opportunity, but in any event within twenty (20) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.
- 3. If a dispute is not resolved by the foregoing steps within thirty (30) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then any Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Parties. The mediator shall meet the qualifications set forth in Rule 10.010(c), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in emergency services matters. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

- 4. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then such dispute may be referred to binding arbitration by either of the Parties. Such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).
 - a. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Parties (the "Respondent(s)"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent(s), within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.
 - b. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.
 - c. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

E. Recordation.

The County shall record this Agreement with the Leon County Clerk of the Court upon execution of the Parties and prior to the Commencement Date. Upon return of the recorded Agreement, the County shall deliver a recorded copy of this Agreement to the City and Sheriff.

SECTION 16. EFFECTIVE DATE

This Agreement shall be effective ("Effective Date") upon execution by all Parties.

SECTION 17. TERM; COMMENCEMENT DATE; RENEWAL

The term of this Agreement shall be for a period of ten (10) years commencing April 1, 2013 ("Commencement Date") and shall be renewed automatically at the end of that, and each subsequent, ten-year period, except as may be provided in Section 12.

IN WITNESS WHEREOF, the Parties of their duly authorized representatives this	cause this Interlocal Agreement to be executed by day of, 2018.
	CITY OF TALLAHASSEE, FLORIDA
Attest:	By: John E. Dailey, Mayor
By:	
Approved as to form:	
By:Cassandra K. Jackson, City Attorney	
	LEON COUNTY, FLORIDA
	By: Jimbo Jackson, Chairman Board of County Commissioners
Attest: Gwendolyn Marshall, Clerk of Court & Comptroller, Leon County	
By:	
Approved as to form: County Attorney's Office	
By: Herbert W.A. Thiele, Esq. County Attorney	

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LEON COUNTY SHERIFF

	By:	
	Walt McNeil, Sheriff	
Approved as to form:		
By:		

Leon County Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule a Workshop on Potential Leon County Fairgrounds

Improvements

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:	Nicki Paden, Management Analyst

Statement of Issue:

At the request of the Board, this agenda item seeks to schedule a workshop for Tuesday, March 12, 2019 from 1:00 p.m. to 3:00 p.m. to discuss the future of the Leon County Fairgrounds including options for the potential redevelopment or relocation of the site.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule a Workshop on potential Leon County Fairgrounds improvements for

Tuesday, March 12, 2019 from 1:00 p.m. to 3:00 p.m.

Title: Request to Schedule a Workshop on Potential Leon County Fairgrounds Improvements

December 11, 2018

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Report and Discussion

Background:

At the November 20, 2018 meeting, the Board directed staff to schedule a workshop to discuss the future of the Leon County Fairgrounds and review options for the potential redevelopment or relocation of the site as a Blueprint 2020 Penny Sales Tax Project.

Analysis:

The workshop requested by the Board will review options for the potential redevelopment or relocation of the Leon County Fairgrounds. The workshop will provide an overview of previous Board initiatives related to the Leon County Fairgrounds including the anticipated site improvements to be funded by the Blueprint 2020 Infrastructure Surtax.

The Board's calendar reflects that Tuesday, March 12, 2019 from 1:00 p.m. to 3:00 p.m. is available to schedule to the workshop.

Options:

- 1. Schedule a Workshop on Potential Leon County Fairgrounds Improvements for Tuesday, March 12, 2019 from 1:00 p.m. to 3:00 p.m.
- 2. Do not schedule a Workshop on Potential Leon County Fairgrounds Improvements for Tuesday, March 12, 2019 from 1:00 p.m. to 3:00 p.m.
- 3. Board direction.

Recommendation:

Option #1

Leon County Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of the Solar Energy Improvement Fund Program in Partnership

with the Apalachee Regional Planning Council

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

Statement of Issue:

This item provides information requested by the Board on the Solar Energy Improvement Fund (SELF) Program and a potential partnership with the Apalachee Regional Planning Council (ARPC) to implement the program in Leon County and the broader region. SELF is a nonprofit Community Development Financial Institution that provides unsecured microloans, at below market rate, to allow low-income, and other disadvantaged people to access financing for projects related to energy conservation, including renewable energy, wind hazard mitigation and water conservation. The funds would be used to assist in funding a loan officer for ARCP to implement the program.

Fiscal Impact:

This item does not have a fiscal impact. Though not recommended, if approved, funds are not contemplated in the FY 2019 budget to support this program; however, general fund contingency is available. The additional \$85,000 needed for FY 2020 would be contemplated as part of the FY 2020 budget process.

Staff Recommendation:

Option #1: Accept staff's report on Apalachee Regional Planning Council's request for

funding to support the Solar Improvement Energy Fund (SELF) and take no

further action.

Title: Consideration of the Solar Energy Improvement Fund Program in Partnership with the Apalachee Regional Planning Council

December 11, 2018

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Report and Discussion

Background:

At the November 20, 2018 Board meeting, the Board requested an agenda item to consider an agreement with Apalachee Regional Planning Council (ARPC) to assist in funding a loan office to administer the Solar Energy Improvement Fund (SELF) microloan program. SELF is a nonprofit Community Development Financial Institution that provides unsecured microloans, at below market rate, to allow low-income, low-wealth and other disadvantaged people to access financing for projects related to energy conservation, including renewable energy, wind hazard mitigation and water conservation.

SELF is an independent, nonprofit 501(c)(3) Florida corporation established in 2010, which is overseen by a seven member Board of Directors and a staff of nine. The SELF's loan program became operational in the Spring of 2011, and started as a pilot program in St. Lucie County and has now spread to 65 cities in Florida, through a fixed local presence (three locations), and through contractors trained with the program.

According to SELF's 2017 annual report, SELF's mission is to rebuild and empower underserved communities by providing access to affordable and innovative financing for sustainable property improvements (Attachment #2). The report details lending partners/investors for the program from 23 investors in 5 categories (including government, faith based, banks, health systems, and crowdfunding). As indicated in the report, since inception in 2011, 701 loans have been closed as of the end of 2017.

SELF's goal is to make financing accessible and affordable to all people and to break down the financial and educational barriers for low- and moderate-income populations, to access and make use of technologies that will improve the value, efficiency, and sustainability of their properties.

Analysis:

The Apalachee Regional Planning Council, in partnership with SELF have formally requested \$170,000 (\$85,000 per year for two years) from Leon County to support a local SELF office (Attachment #1). ARPC proposes to employ a full-time loan officer for administration of the SELF Program throughout ARPC's 9-county region. Under the proposed agreement, Leon County would provide 51% of the cost-share, ARPC 9% (\$15,000), and SELF 40% (\$66,000) for a total project cost of \$166,000 annually (Attachment #1, page 2). No other counties are contributing to the partnership.

ARPC indicates that demand for funding in the 9-county region to assist low and moderate income homeowners with home repairs has been significantly increased by the impacts of Hurricane Michael. Currently residents of the ARPC 9-county region may participate in the SELF program without a local loan officer, as loans requests can be submitted on-line and processed by one of the nine full-time SELF staff located elsewhere in Florida. Understandably, the program may likely experience greater participation and success with a locally based officer. To locally implement the program and begin processing loans would take SELF approximately

Title: Consideration of the Solar Energy Improvement Fund Program in Partnership with the Apalachee Regional Planning Council

December 11, 2018

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three month. This would allow them to train local contractors, and establish a presence. Based on the analysis provided by ARPC/SELF, over the two year period for the entire region, they are projecting the following:

- A total of approximately 100 loans totaling \$1.0 million
- 4,800 job hours created (contractor work)
- \$86,400 in wages created (contractor work)

While the SELF program does offer the presence of a dedicated loan officer for the 9 County region, Leon County Government would be disproportionately burdened by being the only local government funding partner. At the time of the proposal, and due to the financial stress fiscally constrained counties and municipalities have experienced from Hurricane Michael, no other municipality or agency in the region has been approached for funding or in-kind services. For these reasons, despite the regional nature of the program, the ARPC has only requested funding from Leon County.

If pursued the proposed cost share arrangement will be in place for no longer than two years, with a total cost to Leon County not to exceed \$170,000. While ARPC anticipates that after the second year of seed funding from Leon County the program is projected to be self-sufficient and sustained by the prior funding and fees, the SELF's Executive Director, indicated that the normal period of support for a self-sustaining program is three years.

For perspective, the SELF program can be viewed as complimentary to the existing home PACE Program (Property Assessed Clean Energy) While the goals of the programs are similar in nature, each of the programs has unique audiences. The SELF program has a local and regional footprint, while PACE programs are authorized by counties on an individual basis. Various counties in the region have a PACE program including Gadsden, Gulf, Jackson, Jefferson, and Leon. A comparison of the SELF and PACE programs provided by SELF is shown in Attachment #3.

SELF currently has a two tier structure for program implementation. The first tier is through a local physical office. Currently, SELF has three locations: St. Lucie County, the City of St. Petersburg and Hillsborough County. SELF's Executive Director indicates that more than half of SELF loans originate in the location where SELF has a physical presence. The second tier for loans is through qualified contractors who support peripheral areas and connect home owners to SELF for qualifying work. The unsecured loans generally have a 3 to 7 year pay-back period, at interest rates of 5% to 9.75%. The average loan size is approximately \$8,300, with an average 1% default rate.

If implemented, ARPC which has its home office in Leon County would be the fourth physical location for SELF. While the loan officer would be housed locally, loans would be made throughout the region. Qualifying Leon County contractors would be able to perform the work both locally and in the region. The loan officer would promote the program throughout the region.

Title: Consideration of the Solar Energy Improvement Fund Program in Partnership with the Apalachee Regional Planning Council

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Page 4

Currently funds to support ARPC's request are not appropriated in the FY 2019 budget; however, general fund contingency could be used to support the initial funding request (Attachment #4). FY 2020 funding could be contemplated as part of the FY 2020 budget development process. In addition, reference was made at the November Commission meeting to the possible use of Building Inspection fund balance to fund this program. A review of the Florida Statutes does not appear to support the appropriation of funds to support a loan officer position. Section 553.80, Florida Statutes, states that "local governments may provide a schedule of fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for the enforcement of the provisions of this part. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code."

Staff was informed that the City of Stuart was using building funds to support SELF program in their jurisdiction. A review of Stuarts Efficient Building Development ordinance shows that rebates for building permit fees for successfully completed work under the program are available and are subject to annual appropriation by the City Commission. This funding appears to be tied to permitting building/energy efficiency, and not subsidizing a loan program.

Options:

- 1. Accept staff's report on Apalachee Regional Planning Council's request for funding to implement a Solar Energy Improvement Fund (SELF) and take no further action.
- 2. Authorize the County Administrator to enter into an Agreement with the Apalachee Regional Planning Council, in a form acceptable to the County Attorney, for the implementation of a Solar Energy Improvement Fund including approval of the attached budget amendment authorizing \$85,000 to support a loan officer for the first year of the program and directing an additional \$85,000 be considered as part of the FY 2020 budget.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Funding request from Apalachee Regional Planning Council
- 2. SELF 2017 Annual Report
- 3. Comparison of SELF and PACE programs
- 4. Budget Amendment and General Fund Contingency Statement

Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty, Leon and Wakulla counties and their municipalities

November 26, 2018

Vincent S. Long, County Administrator Leon County Courthouse 301 S. Monroe Street Tallahassee, FL 32301

Dear Mr. Long:

The Apalachee Regional Planning Council (ARPC) would like to formally request funding assistance to employ a full-time loan officer that will be responsible for administering the Solar and Energy Loan Fund (SELF) program on behalf of the ARPC's entire 9-county jurisdiction. Due to the catastrophic impacts of Hurricane Michael within the Region, there is a significant demand for funding to assist low- and moderate-income homeowners with structural repairs. The Tallahassee Builders Association has independently verified this need based on the recent influx of phone calls requesting assistance.

As a non-profit, 501(c)(3), the SELF program is a proven resource that helps homeowners recover by providing unsecured loans that can close funding gaps when insurance deductibles are too high and/or FEMA Individual Assistance is too low to cover the full cost of repairs. Loans will be offered using five-year terms with 5-7% interest rates. SELF provides project management and oversight to ensure that homeowners are not taken advantage of by unscrupulous contractors. Additionally, SELF works with contractors by providing access to markets that are normally underserved.

The ARPC Board is committed to providing \$30,000 (\$15K per year over a two-year period) to fund a full-time loan officer to work within the Region. As Leon County is the economic engine for the Region that is primarily rural, we are humbly asking for an additional \$170,000 (\$85K per year over a two-year period) to combine with the ARPC commitment. This seed funding would allow enough loans to be deployed across the Region in two years to allow a portion of the interest to pay for and sustain the costs of the loan officer. Included for your review is support documentation that provide additional details on SELF, the loan officer position, a cost breakdown and other pertinent information.

As always, feel free to contact me at (850) 488-6211 ext. 102 or crietow@thearpc.com if you have any questions.

Sincerely,

Chris Rietow
Executive Director

Attachments

Cc: Commissioner Kristin Dozier, Leon County

Scott Ross, Office of Management and Budget

Commissioner Randy Merritt, Wakulla County/ARPC Chairman

Leon County ARPC SELF Funding Budget

TOTAL 2 YEAR BUDGET	FOR EXPANSION			YEAR 1 - 2019		YEAR 2 - 2020					Total 2 y	r budget	
EXPENSE CATEGORY	Expense Detail	LEON COUNTY	ARPC Contribution	SELF MATCHING FUNDS	Total Project Cost	LEON COUNTY	ARPC Contribution	SELF MATCHING FUNDS	Total Project Cost	LEON COUNTY	ARPC Contribution	SELF MATCHING FUNDS	Total Project Cost
Loan Officer	Loan Officer Salary and Benefits	50,000	10,000	5,000	65,000	50,000	10,000	5,000	65,000	100,000	20,000	10,000	130,000
Loan Servicing	Software licensing for loan origination and servicing	2,000		10,000	12,000	2,000		10,000	12,000	4,000		20,000	24,000
	Loan Officer Equipment (Computer, secure phone, etc)	1,500			1,500	1,500			1,500	3.000			3,000
	Office Space	,	3,600		3,600	,	3,600		3,600		7,200		7,200
	Printer and office supplies		1.400		1.400		1.400		1,400		2,800		2.800
	Travel and Community Events	4,000	,	3,000	7,000	4,000		3,000	7,000	8,000	,,,,,	6,000	14,000
Marketing and Education	Marketing(POP materials) and Community Outreach Expense	14.000		3,000	17,000	14.000		3,000	17,000	28.000		6,000	34,000
Underwriting Loan Servicing Staff	Underwriting and Servicing Staff (HQ)	13,500		30.000	43.500	13.500		30.000	43,500	27.000		60,000	87,000
	cash								·				·
	Loan Loss Reserve	-		15,000	15,000			15,000	15,000	-	-	30,000	30,000
ТОТА	L OPERATING PROJECT BUDGET	85,000	15,000	66,000	166,000	85,000	15,000	66,000	166,000	170,000	30,000	132,000	332,000

15,000 Loan Loss Reserve will be used to leverage low cost capital and provide 10% LLR for up to \$150,000 of loans for low-income homeowners. These funds will be put in an escrow account and will be restricted to cover up to 10% of loan losses over the next 3 years

SUMMARY OF 2 YR PROJECT	% of Total Project Budget	
TOTAL Operating Project Budget	\$ 332,000	
Loan Capital raised by SELF	\$ 1,000,000	
Total Project Budget	\$ 1,332,000	
Total Leon County Contribution	\$ 170,000	13%
Total RPC Contribution	\$ 30,000	2%
Total SELF Matching Funds + Capital	\$ 1,132,000	85%

Leveraging Factor 6.66 (Capital and Funds SELF will raise for Region with Leon Cty and RPC contribution)

Estimated Projects Completed in 2 yrs 100 @ 1 million Estimated Job hrs Created 4,800 (avg 16 hrs/ roof with 3 men on job) Estimated Wages Generated \$86,400.00 (avg. 18/ hr for labor)

of Loans Closed Basic informatino on types of loans

Demographic info
Triple Bottom Line impacts tracked by SELF in email body



ORGANIZATION: SOLAR AND ENERGY LOAN FUND (SELF)

TITLE: LOAN OFFICER for APALACHEE REGION

LEVEL: MID- LEVEL POSITION

SALARY: COMMENSURATE EXPERIENCE (approx. \$45,000) + HEALTH INSURANCE

Job Description: SELF is looking for an energetic self-starter who wants to embark on an exciting career path in the non-profit, community development financing sector, with a focus on hurricane recovery, home renovations, resilience and sustainable building practices. This position will assist with innovative financing programs and help working-class families access affordable and socially responsible home improvement loans. SELF is an award-winning Community Development Financial Institution (CDFI) that has been helping Floridians since 2011.

MAJOR FUNCTIONS:

- Work with the Apalachee Regional Planning Council (ARPC) and participating local governments to coordinate outreach efforts to property owners, trade associations, contractors, target markets, and other interested parties to drive loan activity, with a focus on low- and moderate-income communities;
- Responsible for customer relations, loan documentation, loan portfolio, and loan closings;
- Collect financial information from clients and perform a loan pre-qualification assessment;
- Assist clients with product selection, prescreening contractors, fair pricing, project management; and loan processing;
- Create and implement marketing strategies with ARPC and local governments to accomplish programs goals; and,
- Report loan activity on a weekly basis to SELF-Headquarters.

KEY RESPONSIBILITIES:

Loan origination and closing. Customer Relations - This position will analyze, comprehend, and disseminate all information pertaining to a consumer loan application to determine if the client is a good fit to the program. This position must have the ability to explain to customers the different types of loan programs that are available, as well as the terms of these services. The Loan Officer will work with SELF's Underwriting Department to present the clients with all the necessary information to be evaluated for a loan and they must follow-up with clients to ensure the proper closing of the loan. He/she must also follow-up with clients of delinquent loans to prevent default by maintaining a good relationship and helping find solutions for the client. This position will require organizational skills to manage loan pipeline, follow up and closing. The loan officer will also manage project completion with contractors and ensure proper handling of files. This position will report directly to SELF-Headquarters.

EXPERIENCE, ABILITIES, EDUCATION and OTHER REQUIREMENTS:

- Minimum of 1 year of experience as a loan officer required;
- Extensive experience with loan processing and financial software and programs preferred;
- Excellent communication and interpersonal skills, customer service, and sales;
- Experience working with non-profits and low- and moderate-income communities preferred but not required;
- Team player, self-starter, and ability to multi-task;
- Basic knowledge of home renovations, sustainable building practices, and energy efficiency preferred but not required.
- Willingness to travel throughout the Apalachee Region; and,
- Experience with Microsoft Word, spreadsheets, and ICloud preferred.

Interested applicants should submit resume and cover letter stating why they would like to work for SELF, to Doug Coward, Executive Director, SELF, at dougc@solarenergyloanfund.org.



SELF - SOLAR AND ENERGY LOAN FUND

The non-profit Solar and Energy Loan Fund (SELF) is a 501(c)(3) and certified Community Development Financial Institution (CDFI) whose mission is to help <u>rebuild and empower underserved communities in Florida</u> by providing <u>access to affordable and innovative financing for various sustainable home improvement projects.</u>

SELF provides unsecured personal loans, at below market rate, for the following types of sustainable home improvement projects:

- Energy conservation and efficiency (e.g., weatherization, high-efficiency HVAC, LED lights);
- 2. Renewable energy (e.g., solar water heaters, solar PV, solar attic fans, and solar A/C);
- 3. Wind-hazard mitigation (e.g., roofs, windows and doors, hurricane shutters);
- Water conservation (e.g., low-flow irrigation systems, rain barrels);
- 5. Water quality (e.g., septic tank conversion to central water); and,
- 6. <u>Disability Products and Aging in Place</u> (e.g., wheelchair ramps, walk-in showers, etc.).



SELF started the Revolving Loan Fund as a part of the DOE grant program in 2011 and then successfully transitioned into an independent certified Community Development Financial Institution (CDFI) operating across the State of Florida. SELF is one of the few certified CDFIs in the nation that provides low-interest rate loans to homeowners, and one of only a few CDFIs focused on Clean Energy. The national Opportunity Finance Network (OFN), dubbed SELF as "one of 5 trailblazing CDFIs in SELF harnesses the America". power of Socially Responsible Investing, by attracting low-cost

capital from a variety of sources (see pie chart below). SELF has a 1% default rate. and is outperforming banks in a much riskier environment.



Based on the many needs within LMI communities in Florida, SELF has expanded its original focus on energy conservation, energy efficiency, and solar technologies, to now include lending products for storm and wind mitigation, water conservation, water quality, and most recently, disability products and aging in place. We are essentially providing microloans for sustainable home renovations, and we have special programs and rates for veterans, women, seniors, individuals with poor credit, and homeowners with disabilities. We have never turned down a client for being too wealthy, so we offer our services to all qualified homeowners.

SELF began operations in the spring of 2011 (in St. Lucie County) and has since expanded its lending activities to 65 jurisdictions and 25 counties in Florida, with a vision to expand throughout the Sunshine State.

PARTNERING OPPORTUNITIES:

SELF serves as an implementation tool for local governments to achieve clean energy, resilience, and sustainability in the local community. Since 2013, SELF has partnered in different capacities with several local governments, including: The City of Orlando; City of Stuart; City of Winter Park, St. Lucie County; and, most recently, with the City of St. Petersburg and Hillsborough County.

SELF also partners with other mission aligned organizations to leverage community outreach and advance education on energy efficient, clean energy and sustainable home improvements. In addition, SELF partners with credit rebuilding and financial coaching organizations to help clients rebuild credit and advance financial inclusion. Finally, SELF partners with job training programs and local contractors, including veteran groups, to advance solar and other "green" technologies.

Current partners include: MyStrongHome (MSH), FAAST (Florida Alliance of Assistive Services and Technology), CDFI Disability Coalition, Habitat for Humanity and others.

SELF'S LEVERAGING CAPACITY:

SELF specializes in raising and prudently deploying low-cost capital for sustainable home improvements for working class families. SELF also is able to significantly leverage grant funds. When private, or non-profit organizations provide grants or contributions for new satellite offices; or to help build internal capacity, upgrade technology, and or- add boots on the ground, SELF has the ability to leverage these partner contributions up to 10 times.

To date, SELF has raised \$10 million in grants and loan capital from 23 investors, including more than a dozen faith-based organizations, banks, impact investors, and worldwide crowdfunding in partnership with KIVA.org.

SELF is also one of a dozen approved field partners in America working with KIVA.org to help low wealth and poor communities, KIVA.org is an international crowdfunding program with 1.6 million individual lenders. SELF's partnership with <u>KIVA.org</u> helps women and veterans and to obtain loans at 5% fixed interest.



THE FOLLOWING VIDEO TESTIMONIALS HELP BRING OUR PROGRAMS AND IMPACTS TO LIFE:

- Lillieth (female head of household) https://www.youtube.com/watch?v=FpmDUdFeuLI
- CBS News "Veterans Helping Veterans" https://www.youtube.com/watch?v=97sZXGr1EpQ
- WPTV News Piece https://www.youtube.com/watch?v=vBCcH7CpJmg

Patricia Henderson

"My roof began leaking after Hurricane Matthew, and my bank wouldn't extend a loan to me to fix my roof. I was so scared that my roof was going to collapse. SELF so I called them. I was approved for a loan to get a new roof and now I'm so happy that I don't have to worry anymore!" - Patricia Henderson

As a mission-driven lender, SELF works for underserved and underbanked homeowners and has special programs for veterans, women, seniors, and physically- and credit-impaired individuals, who must otherwise rely on predatory lenders, high interest rate credit cards, or have no financing options at all.

SELF strives to create positive social, economic, and environmental impacts by helping people with limited economic resources access favorable financing to complete much-needed sustainable home improvements that benefit their health, safety and quality of life, while reducing operating costs (i.e., energy/water/insurance), greenhouse gas emissions, and vulnerability to storms and climate change.

SELF's climate resilient home improvement projects are also designed to stimulate local economic development activities and foster emerging clean energy markets, entrepreneurship, job training, education and employment —

whenever and wherever possible.

RESULTS:

To date, SELF has deployed over \$7 million in over 860 unsecured loans, with a 1 % average default rate. Seventy percent (70%) of SELF's clients are low and moderate income;



Diana L.

Energy Efficiency Loan for an A/C, to help reduce energy hills.

45% are women and 55% are senior citizens. We currently have 240 approved contractors doing work across the state. Through having the SELF financing, contractors have created an estimated 77,000 work hours totaling \$500,000 in wages.

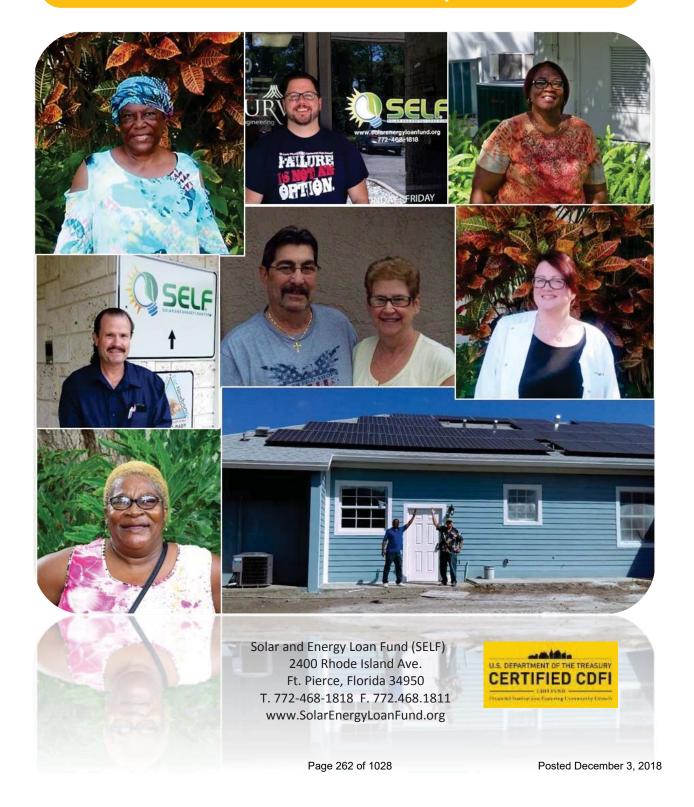
To learn more about SELF, go to: www.SolarEnergyLoanFund.org

Or Call: 772-468-1818/ 772-468-1811



Rebuilding and Empowering Underserved Communities

FY 2017 Annual Report





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Message from the Executive Director



The non-profit Solar and Energy Loan Fund (SELF) had another successful year; completing \$1 million in lending, expanding our flagship "Rebuilding and Empowering Underserved Communities" program into 65 jurisdictions throughout Florida, administering a new residential Property-Assessed Clean Energy (PACE) program in St. Lucie County, and finalizing a groundbreaking 3-year partnership with the City of St. Petersburg.

SELF also achieved several major milestones along the way, including: (1) surpassing \$6 million in total lending; (2) completing our 700th single-family project; (3) accomplishing more than \$200,000 of PACE projects; (4) raising \$67,000 of worldwide crowdfunding via KIVA.org; (5) increasing our statewide contractor base to more than 200; (6) securing a major technical assistance grant from the CDFI Fund; (7) finalizing the largest partnership in SELF's 7-year history; and, (8) initiating a new wholesale solar PV program in St. Lucie County, FL.

SELF continues to scale and diversify the program statewide through robust partnerships, earned-media, and an expanding network of licensed and insured contractors. The SELF team also continues to

encounter strong demand for cost-effective clean energy solutions and climate resilience throughout Florida, with acute problems in low wealth communities.

SELF greatly appreciates the strong support that we have received from local government partnerships, the CDFI Fund, banks, faith-based organizations, foundations, and other interested parties. Together we are transforming the lives of working class families and underserved communities.



Doug Coward and Morgan
Brawner, Marketing Director for
esaSolar. SELF and esaSolar
created the first "Sun\$avers"
program to offer St. Lucie County
Residents wholesale prices for
solar rooftop PV systems.

Doug Coward

Executive Director

Solar and Energy Loan Fund (SELF)

dougc@solarenergyloanfund.org



SELF Mission Statement

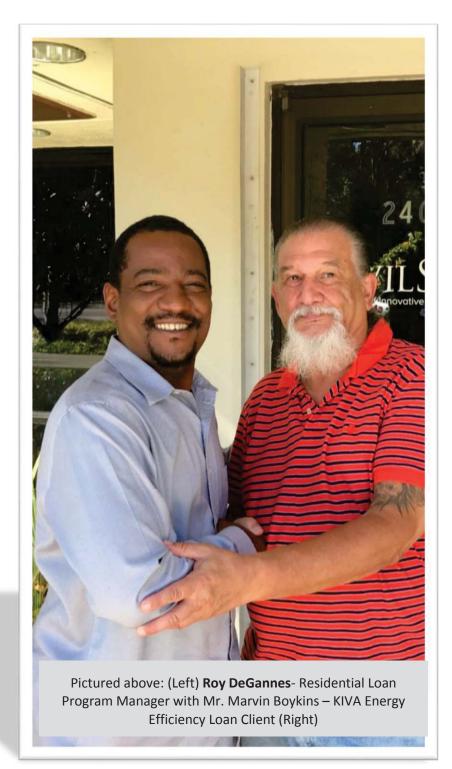
SELF's mission is to help rebuild and empower underserved communities by providing access to affordable financing for sustainable property improvements including: energy efficiency; renewable energy; wind-hazard mitigation; water conservation; and, water quality.

SELF strives to create positive social, economic and environmental impacts by helping people improve the health, safety and quality of life in their homes while reducing their operating costs and carbon footprint.

SELF's goal is to make financing accessible and affordable to all people and to break down the financial and educational barriers for low- and moderate-income populations to access and make use of technologies that will improve the value, efficiency, and sustainability of their properties.

SELF provides affordable loans coupled with financial education, energy expertise and project management to help our clients make the most cost-effective decisions. SELF's loans help people save costs on energy and insurance premiums, while also helping preserve a healthy environment through reducing carbon emissions.

SELF ensures competitive pricing and quality work from our network of over 200 preapproved contractors who are located all over the state of Florida.





Cumulative Results

\$6,216,572* **Total Loans Closed**

(Includes PACE Assessments)

701

Total Loans Closed

to Date



2017 Results

\$1,188,086 **Total Projects** Financed in FY 2017*

211

Total Contractors Affiliated to SELF

65 Cities Served in Florida

\$6,928,432 **Total Loan Capital** Raised to Date



70% Loans to Low-**Moderate Income** Clients

\$2,626210 **Total Operating** Grants to Date

Welcome! Thank you for your interest in the non-profit Solar and Energy Loan Fund (SELF). To qualify for a SELF live in Florida have proof of income have the ability to repay a loar

SELF AND FINTECH We are passionate about INNOVATION!

In 2017, SELF began developing SELF's Mobile APP' for contractors, clients and staff to use to instantly pre-qualify a loan!! This will allow us to better serve our clients especially in remote areas.



Above: Doug Coward- SELF Executive Director, Eva Washington, Chuck Washington, SELF's PACE Manager and Rudy Howard talking about the PACE program at WPSL Radio Station.



About SELF (Solar and Energy Loan Fund)

SELF is a certified non-profit Community Development Financial Institution (CDFI) whose mission is to provide financing for sustainable residential and non-residential property improvements, coupled with energy expertise and project management.

The Residential Program offers micro- loans to underserved homeowners in Florida to help them complete an array of sustainable home improvement projects that include: (1) energy efficiency (e.g., weatherization, high-efficiency air conditioners); (2) renewable energy (e.g., solar water heaters); (3) wind-hazard



mitigation (e.g., roofs, hurricane shutters, impact windows and doors); and, (4) **water conservation and quality** projects. Typically, these assorted home improvement projects generate healthier living conditions and safer homes and also provide enhanced comfort and livability and reduced operating costs for the elderly, children, and persons with illness, disease, and other physical impairments.



SELF also administers St. Lucie County's Commercial and Residential Property-Assessed Clean Energy Program (PACE), which is an alternative financing program to help property owners make improvements to buildings and facilities, including: energy efficiency, renewable energy, and wind hazard mitigation projects. PACE financing is secured by equity in the subject property and is a voluntary assessment that is paid back over time on the property tax bill. PACE applies to commercial, industrial, residential, agriculture, non-profit and multi—family property owners.

SELF began operations in 2011 after being selected as one of twenty (20) programs in America to receive seed funds through the Energy Efficiency

and Conservation Block Grant (EECBG) program, from the United States Department of Energy (DOE). Currently, SELF is a statewide program headquartered in St. Lucie County, Florida. SELF produces triple bottom line impacts by helping low and moderate income communities and underserved women and veterans, make much needed property improvements to help lower operating costs; enhance comfort and livability, improve air quality and health benefits, bolster hurricane-resistance, and increase market value. To date, SELF has closed \$435,131 in PACE assessments, helping people replace roofs, install hurricane impact windows and shutters and replace old

inefficient A/C systems.

The sustainable types of improvements financed by SELF contribute to the revitalization of neighborhoods, while spurring economic activity and sustainable development through the employment of local contractors.





Market Expansion

Although the Treasure Coast region remains our home, SELF continues to expand its footprint statewide. To date, SELF has closed loans in 65 jurisdictions in Florida.

St. Pete 3 Yr. Partnership Agreement

In FY 2017, SELF closed its largest partnership agreement to date with the City of St. Petersburg on the West Coast of Florida, which provided SELF with a \$300,000- 3 year operating grant to help cover start-up operating costs and hire a full time staff person on site that will provide first hand services to their community members.



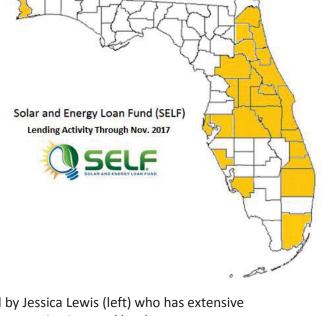
SELF's goal is to continue to expand and provide services to all of the state of Florida by 2020.

Our new satellite office in St. Pete is led by Jessica Lewis (left) who has extensive experience with several local community organizations and has been a strong environmental and social justice advocate for the past 5+ years.

Market Demand & Needs

In 2017, Florida faced one of most extreme climate years with average temperatures exceeding above normal in as much as 4.9 ° F. Rainfall was also above normal in parts of North and Southeast Florida and below normal in the rest of the State. ¹According to NOAA, year 2017 was the third warmest of the 123 on record.

Market demand has been steadily rising as **SELF** positions itself as a unique CDFI which provides alternative and accessible loan products focused on increasing home equity, reducing operating costs and enhancing the quality of life for those who cannot qualify for





traditional financing options. SELF reduces the risk of low income and financially distressed populations by providing alternatives to predatory lenders and helping to break cycle of poverty while fostering systemic change.

In FY 2017, SELF grew 23% from the previous year, reaching \$6.2 Million in total lending since beginning operations in the spring of 2012.

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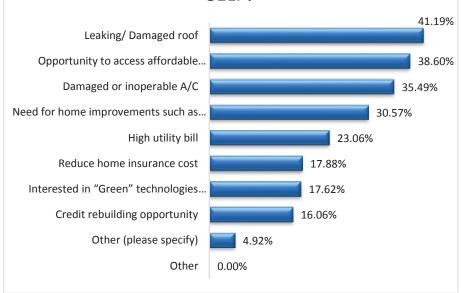
¹ https://climatecenter.fsu.edu/products-services/summaries/climate-summary-for-florida-April-2017



Achieving Our Mission



What prompted you to seek a loan with SELF?



SELF performs pre-finance and post-finance questionnaires to clients in order to assess whether we are responding to the needs of our target market. We gather information on our pricing, service and value proposition as well as on our customer service.

What aspects of your life would improve the most through SELF loans?

- SAFETY (referring to home structure improvements such as roofs).
- 2. HEALTH
- 3. QUALITY OF LIFE IN HOME
- 4. REDUCED ENERGY AND HOME INSURANCE COSTS.



Taking on Climate Resiliency and Adaptation

According to the <u>third U.S. National Climate Assessment</u>, "Global climate is changing and this is apparent across the United States in a wide range of observations. The global warming of the past 50 years is primarily due to human activities, predominantly the burning of fossil fuels."²

Amongst the Third U.S. National Climate Assessment Key Findings are the following:

- Climate change threatens human health and well-being in many ways, including through more extreme weather events and wildfire, decreased air quality, and diseases transmitted by insects, food, and water.
- SELF Client Home -Roof was blown off and completely damaged after storm
- Infrastructure is being damaged by sea level rise, heavy downpours, and extreme heat; damages are projected to increase with continued climate change.
- Water quality and water supply reliability are jeopardized by climate change in a variety of ways that affect ecosystems and livelihoods.
- Planning for adaptation (to address and prepare for impacts) and mitigation (to reduce future climate change, for example by cutting emissions) is becoming more widespread, but current implementation efforts are insufficient to avoid increasingly negative social, environmental, and economic consequences.

FLORIDA LANDSCAPE

The year 2017 ties 2011 for the highest number of billion-dollar disasters for a single year. The cumulative damage of these events was \$306.2 billion, which shattered the previous U.S. annual record cost of \$214.8 billion (CPI-adjusted) in 2005. The damage from Hurricanes Harvey, Irma and Maria alone were responsible for approximately \$265 billion of the \$306.2 billion (NOAA 2017). Each of these destructive hurricanes now joins Katrina and Sandy in the new top 5 costliest U.S. hurricanes on record.

Hurricane Irma:



The Florida Keys were heavily impacted, as 25% of buildings were destroyed while 65% were significantly damaged. Severe wind and storm surge damage also occurred along the coasts of Florida and South Carolina. Jacksonville, FL and Charleston, SC received near-historic levels of storm surge causing significant coastal flooding. Irma maintained a maximum sustained wind of 185 mph for 37 hours, the longest in the satellite era. Irma also was a category 5 storm for longer than all other Atlantic hurricanes except Ivan in 2004. The

costs for Irma are approximately \$50 billion, which excludes additional severe damage to non-US territories.3

Roughly 50-75% of homes in southern Florida are not required to meet modern hurricane codes. Less than 28% of homes in Miami Dade County have been built to the 1994 hurricane codes.

The impacts of climate change call for a number of actions and programs to help vulnerable populations build resiliency and mitigate climate impacts.

SELF facilitates affordable and accessible financing to the most vulnerable populations living in older stock homes, allowing them to invest in making their homes more wind resistant, water and energy efficient and sustainable. By these investments they are also reducing carbon emissions through clean energy and energy efficient technologies installed in the homes.

² https://www.ncdc.noaa.gov/<u>climate-information/climate-change-and-variability</u>

 $^{^3 \, \}underline{\text{https://www.climate.gov/news-features/blogs/beyond-data/2017-us-billion-dollar-weather-and-climate-disasters-historic-year}$









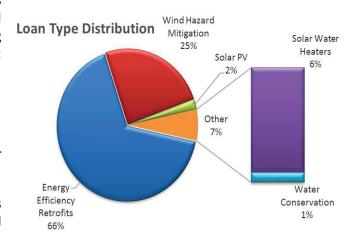
Loan Products and Non-Financial Services

SELF's residential and commercial lending programs provide a full range of financial and non-financial services, including: education, credit rebuilding workshops, and public events; speaking engagements; local conferences; seminars; and, social media outlets.

Our financial products target two (2) main markets:

- 1) CDFI & KIVA: Residential Homeowners.
- 2) PACE: Commercial, Industrial, Agricultural, Multi-Family and Non-Profit Property Owners & Residential

The **Residential programs** help homeowners access affordable unsecured loans to make assorted improvements that contribute to energy savings,



enhanced climate resilience, water quality and conservation, and improved safety and quality of life in the home.

The Property-Assessed Clean Energy (PACE) is an alternative financing program available to help Residential, Commercial, Industrial, Agricultural, Multi-family and Non-Profit property owners in St. Lucie County. PACE financing is secured by equity in the subject property and the voluntary assessment is paid back over time on the property taxbill. In FY 2017, SELF launched the St. Lucie County Residential PACE program. To date SELF has closed \$435,131 in PACE Assessments.

Type of Loan	Eligible Improvements	Terms & Conditions			
Home Resilience Loans -Unsecured	Energy Efficiency, Wind-Hazard Mitigation, Water Quality and Conservation, Disability and Aging-in-Place projects. *Residential	Unsecured loans with 3-7 year terms at 5% -9.75% APR.			
Clean Energy Loans (Solar) -Unsecured	Thermal, Solar Water Heaters, and Solar Photovoltaic (PV) Loans.* Residential	Unsecured loans with 3-7 year terms at 5% -9.75%			
KIVA Crowd-funded Loans - Unsecured	Energy Efficiency, Renewable Energy, Wind-Hazard Mitigation, Disability and Aging in Place projects.	Unsecured crowdfunded loans with 5 year terms and 5% APR.			
Contractor Equipment For advance purchase of equipment needed for SELF projects. *Approved Contractors only		Revolving line of credit of up to \$15,000.			
Property-Assessed Clean Energy St. Lucie County Only. (PACE)	Clean Energy, Energy Efficiency, Wind-Hazard Mitigation. *Residential & Commercial	Voluntary assessment with 5, 10, 15, and 20 year terms at 7-8.5% APR			



Memorable Events



Left: Susan Glickman-Florida Director of the Southern Alliance for Clean Energy, St. Petersburg Mayor, Rick Kriseman and Doug Coward, Executive Director of SELF. The City of St. Pete joined the "Ready for 100" Challenge to switch to 100% renewable energy by 2035. To that end, the City partnered with SELF and provided a 3-year seed grant help community members access affordable financing for sustainable and climate adaptation home renovations, through a St. Pete-SELF office.

SELF attended the Annual Conference of the Resource Center for Religious Institutes (RCRI) in St. Louis, MO. SELF's Executive

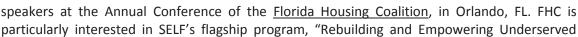
Director and Chief Financial Officer are pictured here (right) with Sister Corinne Florek, Executive Director of the Religious Communities Investment Fund. RCIF is a longstanding partner with SELF, and Sister Corinne is a nationally recognized leader in the faith-based and socially responsible investing world. She has also been an enormous supporter, mentor, and guide to the SELF team since the inception of the CDFI loan program.





SELF was invited by the Coalition for Green Capital and the Energy Foundation to be a founding member of the future Consortium of Green Banks, amongst dozens of other entities from across the nation. The meeting took place in Washington D.C., where SELF and another 20 entities shared ideas on the future of Green Banks in America. SELF's Executive Director and Chief Financial Officer are pictured here with Reed Hundt, founder and CEO, and Jeffrey Schub, Executive Director, of CGC.

SELF's Executive Director and Chief Financial Officer were featured





Communities", because of its ability to finance clean energy and resiliency projects in low-wealth and working class communities.



SELF's Chief Financial Officer, Duanne Andrade, presented at the Federal Deposit Insurance Corporation (FDIC) <u>Interagency Bank and CDFI Loan Fund Forum</u>, in Tampa. Duanne is pictured here with April Atkins, Community Affairs Specialist, FDIC, and Lisa Mifflin, Community Affairs Director, Southern District, Office of the Comptroller of the Currency.



FY 2017 Results

In 2017, SELF continued to provide access to financing focused on energy efficiency and wind hazard mitigation. As contractors and clients learned more about the cost benefits of our climate adaptation loan products, the demand for energy efficiency and roof repairs continued to rise. These improvements greatly impact people's budgets, by reducing operating and insurance costs, while at the same time, increasing the safety and quality of life. Through our ongoing surveys, our clients have expressed that SELF is the most affordable- or their only option, to access capital to help repair their homes. Furthermore, our surveys demonstrate that through SELF loans, people are achieving increased safety and quality of life, coupled with cost reductions, and asset protection.

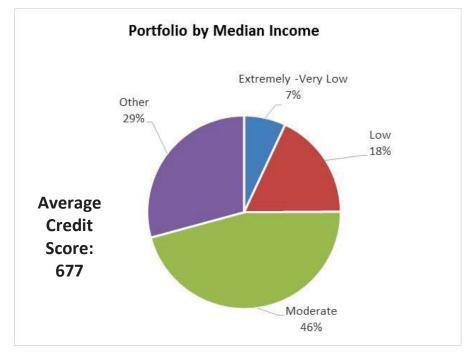
Loan Summary			
Total Loans Closed		701	
Total Active Loans		451	
% of Activity in CDFI Investment Areas	63%		
LMI Clients * Per HUD	71%		
Average Score		677	
Average Loan Size	\$	8,293	

	FY 2011-2017		
	# of Loans	% of Loans	
SOCIAL IMPACTS	Closed	Closed	
Total Clients/Families Served	701		
Total Individuals Impacted	2103		
% of Clients in CDFI Investment Areas	445	63%	
% of Women Clients	314	45%	
% of Veteran Clients	107	15%	
Total Seniors Served	364	52%	
Total Children Served	364	52%	





15 % Veteran Clients





"At SELF they made me feel that I was important- not my 'score'. The staff was kind and efficient and showed me they cared about helping me achieve my goals. I am a repeat client and will continue to use SELF for all my home improvements and I highly recommend them!" Picture: Keith Hoylman- U.S. Marine Veteran- Client of SELF Residential Program



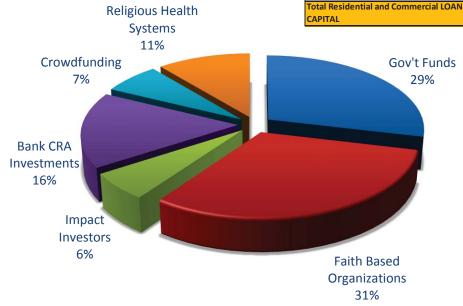
Investors (2011-2017)

The initial grant from the U.S. Department of Energy allowed SELF to kick-start the program and build the organization's internal capacity and develop effective processes to help sustain SELF's future growth.

As of Sept. 30, 2017, SELF had raised \$6.9 million in loan capital for the residential lending program from 23 investors in 5 categories: government funds, faith-based organizations, banks, health systems, crowdfunding and impact investors. In addition, SELF secured \$1 million for the PACE program and another \$2.6 million in operating grants and contributions. The total amount raised by SELF between loan capital and grants is \$9.5 million.

LOAN CAPITAL	\$\$ Investment	Interest %	TERM (YRS)
DOE(Energy Efficiency and Conservation Block Grant)	\$ 1,654,215.00	0.0%	
Mercy Investment Fund (1)- MIS-OR	\$ 200,000.00	3.0%	5
Adrian Dominican Sisters -ADS-02	\$ 235,000.00	2.0%	3
Seton Enablement Fund - SEF-OR	\$ 200,000.00	3.0%	5
Religious Communities Investment Fund - RCIF	\$ 100,000.00	3.5%	5
Sisters of St. Francis of Philadelphia - SFP	\$ 50,000.00	3.0%	5
PNC Bank	\$ 300,000.00	2.5%	3
KIVA	\$ 400,000.00	0.0%	5
Nazareth Literary and Benevolent - NLBI	\$ 50,000.00	0.5%	3
BankUnited - BU-OR	\$ 150,000.00	3.8%	7
First Green Bank - FGB	\$ 250,000.00	4.3%	3
Sisters of the Holy Names Jesus & Mary -	\$ 250,000.00	2.0%	5
Monarch LLC (Calvert Investments) - MCF-OR	\$ 300,000.00	3.0%	4
Dignity Health System - DH	\$ 250,000.00	2.5%	7
Dominican Sisters of Hope - DSH	\$ 25,000.00	1.5%	3
Basilian Fathers of Toronto - BFT	\$ 100,000.00	3.0%	3
Society of the Holy Child Jesus - SHCJ	\$ 10,000.00	3.0%	1
St. Joseph Health Systems - SJH	\$ 300,000.00	2.5%	5
Mercy Investment Fund* (2) - MIS-RLF1	\$ 400,000.00	3.0%	5
Bon Secour Health System - BSH-OR	\$ 100,000.00	2.5%	3
Palm Beach County - PBC-OR	\$ 50,000.00	0.0%	6
Sisters of Charity of Leavenworth -SCL-OR	\$ 20,000.00	2.0%	3
School Sisters of Notre Dame - SSND-OR	\$ 25,000.00	1.0%	3
Society of the Holy Child Jesus - SHCJ-OR	\$ 20,000.00	3.0%	3
Community Capital Investment - CCI	\$ 50,000.00	3.0%	3
Sisters of Dominic -Racine Dominicans - SSD	\$ 40,000.00	2.0%	2
PNC Bank - Renewal*	\$ 278,063.57	3.8%	5
Seton Enablement Fund - Renewal*	\$ 121,152.95	3.0%	5
Total Loan Capital Residential Program	\$ 5,928,431.52		
COMMERCIAL PACE CAPITAL	\$ 1,000,000.00		
Total Residential and Commercial LOAN			

Capital Funders





6,928,431.52

Left to right: Anita Knott,
Director of Finance of
Nazareth Literary &
Benevolent Institution and
Doug Coward, Executive
Director of SELF



Our Partners

St. Lucie County helped create the Solar and Energy Loan Fund (SELF) in 2010, including the development of its flagship Green CDFI program and, more recently, a new residential Property-Assessed Clean Energy (PACE) program. SELF has received several small grants and in-kind support from the County over the last 7 years, and has leveraged this support by a ratio of 40:1 with non-governmental grants and investments. SELF has now completed \$3.26 million of projects in St. Lucie County.



Mr. Arieta stands proudly in front of his hurricane shutters installed with PACE financing



The City of Stuart is a statewide leader on green building standards

and related incentive programs, and has been a long-standing supporter of SELF. The City has provided seed grants to help SELF cultivate the "Rebuilding and Empowering Underserved Communities" program in the local community as well as providing additional funds for home energy audits. SELF has completed \$345,630 projects in the City of Stuart.

SELF is also working with Palm Beach County to

deploy \$50,000 from the County's Revolving Energy Fund in low- and moderate-income communities. These funds were originally allocated by the U.S. Department of Energy through their Energy Efficiency and Conservation Block Grant (EECBG) program, and they have been earmarked by the County for energy efficiency and resilience in underserved communities.





SELF continues to work closely with the City

of Fort Pierce and the Fort Pierce Utilities Authority, collaborating on Community Redevelopment Area grants, marketing and community outreach, and educational events.

SELF co-hosted the "Future of Energy" film program with the Treasure Coast Section of the Florida Chapter of the American Planning Association (FAPA), the Treasure

Chapter of the American Institute of Architects (AIA), and ESA Solar Energy. The community discussion focused on energy efficiency, renewable energy, solar in the Sunshine State, and green jobs.























Employee Highlights

At SELF we value diversity and innovation. The small but dedicated staff are constantly working closely with our clients and partners to help them achieve their goals.

2017 Employee of the Year! Chuck Washington.



Chuck is the **Program Manager for PACE.** Since joining the team in 2017, he has successfully closed just shy of half a million in PACE assessments to help people in need of critical roof repairs and roof replacements, hurricane

shutters, solar PV Systems, and more. Chuck is an outstanding project manager who makes sure both our contractors and our clients are taken care of. Chuck is a great asset to SELF.

Most Valuable Team Member: Allison Yates



This year we would like to recognize Allison Yates as our most valuable team member and longest standing employee. Allison began as a "temp" worker when SELF was being formed in 2010. Her banking and training

background were a great asset to SELF as she helped structure policies and procedures and tracking and loan management systems. Since 2012 Allison has been promoted several times up to her current position as SELF's **Operations and Underwriting Manager.** She is meticulous, smart and witty and, you can rely on her to get the job done! A pro singer in her free time, she loves adventures, good food and a good time! We appreciate her dedication, resilience and contribution to SELF.

Most Versatile Team Member: Jackie Hudson



Jackie Hudson joined the SELF team as a volunteer while she attended Indian River State College in 2013. She volunteered to help with "IT" issues, however we soon discovered that Jackie had many more talents to offer to SELF so we decided to hire her as a full time employee and since then we have seen her blossom into a strong young professional with outstanding customer service. She has been key in helping track impact data, reporting, customer service, loan processing, system maintenance, collections and even dabbles in some grant writing! Jackie currently serves as SELF's **Reporting & New Projects Officer**.

Rising Employee of The Year – Roy E. DeGannes



Roy has been on board since 2016 and has brought his genuine friendly smile and good vibe to the team and to our clients. Roy has a knack for connecting with people and making them feel special and well taken care of. He also is always on his feet looking

for ways to spread the word about SELF through actively participating in community events. Roy has helped closed over \$1million in small loans for clients that did not think they were credit worthy. We are grateful to have Roy onboard.

New Team members in 2017 that have enrichened our team and helped us succeed:



Sabrina MacMillan, SELF's bilingual, cheery, **Accountant** who is always willing to help. Sabrina is a naturally giving person who prides herself in being there to lend a helping hand to others. She is also an adjunct professor at Indian River State College (IRSC).



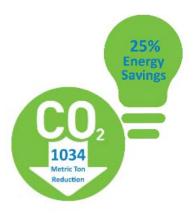
Jessica Lewis, our new St. Pete Program Manager has a passion for science, social justice, sustainability and has been an activist in St. Pete collaborating with public, private and non-profit entities to advance important sustainability issues. We are fortunate to have her on board representing us in the West Coast!



Triple Bottom Line Impacts

Building Climate Change Resiliency and Empowering Underserved Communities through: Access to affordable financing options; education and awareness of energy and sustainable best practices; financial education and: multi sector partnerships.





Environment

- •Climate resiliency stronger and safer homes.
- •Reduced carbon emissions.
- Education on sustainability& green technologies.
 - Water Quality and Conservation



Economic

- Financial inclusion.
- •Job retention and creation for local contractors.
- •Rebuilding neighborhoods.
 - •Savings from reduced insurance premiums and operating costs.





Social

- •Enhanced quality of life.
- •Safe and Healthy homes
- Education budgeting and credit restoration.
- Financial inclusionaccess to affordable financing.





Economic Impact	FY 2011-2017
Average Annual savings in Energy Bills (\$)	\$278
Average % savings (kWH) per household	25%
Hours Employed in Projects (#)	21,983
Wages generated by projects (avg. \$20/hr.)	\$439,660
# of Contractors Affiliated to Program	211



Financial Summary

As of September 30, 2017, SELF had deployed 701 loans for a total of \$6.2 million (including PACE assessments), with an average 1% default rate. SELF's loan portfolio has averaged a healthy 6-6.5% return (interest earned/avg portfolio) in the past 4 years.

Although SELF continues to expand geographically based on partnerships and an ever growing market demand, the biggest challenge remains to scale while keeping the operating costs low, in order to ensure long-term sustainability. To this end, SELF's strategy is focused on scaling and diversifying our lending programs to reach a minimum of \$10 million in active loans, which would increase the organization's self-sufficiency level to roughly 85%. In order to achieve this goal SELF will continue to use grants as well as the revolving loan fund from the original Department of Energy (DOE) seed grant, which was un-restricted

in 2014 so that it could be allocated towards operations during the scaling phase. Currently SELF has over \$500,000 in equity in addition to roughly \$300,000 in loans that will be collected over the next 2 years, that are available to support the organization's growth.

Since the initial DOE \$2.94 million seed grant was fully expended in 2013, SELF has raised capital from 22 new investors including faith based organizations, global peer-to-peer crowdfunding lending (KIVA.org), CRA bank investments and others. SELF has supplemented its operating budget with multiple grants from the CDFI Fund, Foundations and local government contributions. SELF has deployed funds prudently which has resulted in a high performing loan portfolio with above average returns and low default rates.

Financial Summary as of Sept. 30, 2017

Loan Portfolio	FY2014		FY2014		FY 2016		FY 2017	
Cumulative Loans Closed (#)		295		483		603		701
Cumulative Loans Closed (\$\$)	\$	2,515,007	\$	3,939,829	\$	4,896,339	\$	5,781,441
Active Loan Portfolio (Balance)	\$	1,686,881	\$	2,429,407	\$	2,446,870	\$	2,303,782
Cumulative Interest and Fees Earned	\$	308,515	\$	438,231	\$	615,690	\$	798,493
Cumulative PACE Assessements *			\$	29,690	\$	215,158	\$	435,130

*Note: PACE assessments originated by SELF. Closed assessments are not on SELF's Balance Sheet.

CAPITAL	FY2014	FY 2015	FY 2016	FY 2017
# of Funding Sources (cumulative)	10	14	19	23
New Loan Capital Raised	\$ 1,850,000	\$ 1,200,000	\$ 1,185,000	\$ 604,217
Cumulative Loan Capital	\$ 3,939,215	\$ 5,139,215	\$ 6,324,215	\$ 6,928,432
Average Cost of Capital	1.18%	1.48%	1.54%	1.96%
Total Assets	\$ 2,631,220	\$ 3,482,487	\$ 4,140,270	\$ 4,079,968
Total Liabilities	\$ 1,293,588	\$ 2,404,310	\$ 3,358,056	\$ 3,490,530

As of FY 2017

- Total # of Loans Closed: 701
- Loan
 PortfolioBalance:\$2,303,782

Summary of Statement of Activities per Audited Financials of 2016-2017

Financial Summary (CDFI Loans)	FY2016	FY2017
Total Grants and Contributions	85,648	212,177
Total Earned Revenue (interest, fees and other)	269,837	254,715
Total Income	355,485	466,892
Administrative Expenses	92,504	94,253
Fundraising Expense	20,119	11,579
Program Services/Loan Service Expense	538,825	553,836
Total Expenses	651,448	659,668
Interest Payments	60,040	80,527
Change in Net Assets	(295,963)	(192,776)
Principal Paid on Loans Payable (per year)	912,344	1,013,140
Charged Off Loans	26,631	15,122



Pictured Above (left to right): Allison Yates, SELF Operations Manager, Frederick Fitzgerald, Indian River State College Intern and Duanne Andrade, SELF's CFO



Message from the Chief Financial Officer (CFO)



Duanne Andrade-Chief Financial Officer

Fiscal Year 2017 was an exciting year for SELF as we continued to expand and develop new financial products to serve the market needs. As a mission-driven financial institution we are constantly seeking ways to serve our clients more efficiently and responsibly, while advancing our social, economic and environmental goals.

At SELF we strive to deliver professional financial services with a "heart". We care about who our clients are, and the circumstances of their finances, therefore, in our lending methodology we look beyond credit scores and focus on each individual's ability to repay a small loan for sustainable property improvements. We believe that low-to moderate-income populations deserve access to high quality financial services without having to pay a premium due to their economic disadvantage. To date SELF has deployed \$6.2 million in

mostly unsecured loans with an average 1% default rate, proving that low-to moderate-income families are worthy of credit.

In 2017, SELF also began to take a closer look at the opportunities in financial technology trends and decided to develop its first 'mobile app' so that contractors, staff and clients would be able to pre-qualify for a loan, instantly. We believe that the mobile app will make our financing more accessible and inclusive and I strongly believe in the power of technology to help reach underserved markets with high quality services.

Finally, we are grateful for the 23 investors who have entrusted us with their funds to help advance our common missions. We also recognize our partners and supporters that are helping advance clean energy financing by bringing together leaders from across the nation to share best practices in the field. In 2017, we were especially honored to have been included in the national meeting organized by Citibank and Ford Foundation, entitled, "Leveraging the Community Reinvestment Act to Improve Homes, Lower Costs and Build Assets". We were also fortunate to have been included in a national conversation organized by the Coalition for Green Capital (CGC) and the Energy Foundation, to discuss accelerating Green Banks in the United States.

Our goal is to continue to advance social, environmental and economic justice by making clean energy, energy efficiency and, other sustainable home and commercial property improvements, accessible and affordable to all.

Duanne Andrade-



Picture on left: Duanne Andrade, represented SELF in the "Leveraging the Community Reinvestment Act to Improve Homes, Lower Costs and Build Assets" — conference organized by Citi-cfed, and sponsored by Ford Foundation in New York City. Pictured left to right is Franklin Zachary- Grid Alternatives (California); Duanne Andrade- SELF, Bruce Schlein- Citibank; and other participants.



THANK YOU!

TO ALL OF THOSE WHO BELIEVE IN US AND OUR MISSION AND HAVE HELPED WITH GRANTS, WISDOM AND SUPPORT FOR OUR ORGANIZATION.

- CDFI FUND
- PNC BANK
- BANKUNITED
- ST. LUCIE COUNTY
- CITY OF STUART
- CITY OF ST. PETE
- CITY OF PORT ST. LUCIE
- CAREER SOURCE
- ROSE AND WALT COWARD
- AND OTHER DONORS, FRIENDS AND SUPPORTERS

NEW STRATEGIC PARNTER

In early FY 2017, SELF joined the Disability CDFI Coalition and added Disability and Aging in Place home improvements. Over 50% of SELF's clients are senior citizens can greatly benefit from access to affordable financing



"We are pleased to have SELF join our national Coalition to promote financial independence and empowerment for people with disabilities by expanding access to capital and other resources."-Jennifer Bang, Disability CDFI Coalition





Testimonials



Elizabeth Carlson

Loan Impacts: Quality of Life, Savings, Health
Amount of Loan:
\$4,661.06

Type of loan: Energy
Efficiency (Women
Program)

"After buying my new home, I did not have funds to make repairs right away. Shortly after moving into my new home with my daughter, the A/C died and I had no equity to replace it. SELF quickly helped me obtain the funds I needed to replace to unit. I was so worried that I would not be able to afford to even finance the system because the first financing option offered by the conditioning repairman was more than I could afford. I am so thankful that they were there for me when I needed them most".

"My wife and I live on fixed incomes so we knew that whatever we decided to do about replacing our A/C, it had to be affordable for us a monthly basis. SeaCoast, our A/C company, said that they had luck with getting people approved through SELF if credit was an The application process was quick, and I was able get an A/C installed fast. I was even able to pick the unit I preferred out of the options offered. The monthly payment was much better than I anticipated".



Kenneth Skurnick

Loan Impacts: Health, Quality of Life

Amount of Loan: \$5,030.64

Type of Loan: Energy Efficiency

When I applied for a loan with SELF my wife was pregnant and the A/C stopped working without warning. I had no way of financing a new A/C without charging it to my credit card, and I could not afford the interest charges. A/C My contractor told me about SELF, and the process was easier than I thought it would be. My A/C was installed quickly, and the payments manageable for me with the new addition on the way."



Robert Garone Loan Impacts: Quality of Life, Savings, Health

Amount of Loan: \$6,113.76

Type of loan: Energy Efficiency



Tonda Ford

Loan Impacts: Safety, Health, Quality of life, Credit Rebuilding Amount of Loan: \$7,923.12

Type of Loan: Wind Hazard Mitigation (Veteran Program)

"After my divorce, my credit was not very good and I needed a lot of work done to my home. My roof was a big concern because it was leaking. I had been trying to borrow money to replace it for a while, but I had no success. Just as I was losing hope, the roofing company referred me to SELF and thankfully, they were able to finance the roof quickly before further damage was done in my home."





Governance - SELF Board Members



Kyle Abney, *President*, founding board member of the U.S. Green Building Council's Central Florida Chapter and Florida/Caribbean Regional Council. Kyle is a state-licensed general contractor, and a founding board member of the U.S. Green Business Council's (USGBC) Central Florida Chapter and the USGBC's Florida/Caribbean Regional Council. He is a former co-chair of the Green Building Council of the Gold Coast Builders Association.



Fran Ross, Vice President, Attorney at Law. Fran Ross focuses on criminal and family law providing valuable input to the board, on targeted low-to-moderate income and investment areas. She received her Juris Doctorate degree from the Southern University Law Center and a bachelor's degree from Florida Atlantic University with a focus on Criminal Justice. Ross also serves on the Indian River Medical Center Board of Directors and is member of the Florida Bar since 1988.



Cooper, Thomas Secretary, Architect, consultant to the Miami-Dade County School Board, Adjunct Professor of Architectural Design at University of Miami. Cooper, an architect with experience in architecture and sustainable design, brings contracting and design experience to the Board. He is a member of the American Institute of Architect's (Florida) Committee on the Environment (COTE). He serves on SELF's Product Research Committee.



Bridgette Daley, Treasurer

Bridgette is an accomplished leader and seasoned financial and communications professional with over 20 years of experience. She has a Master Degree in Communication and Organizational Leadership. She has been involved in various banking initiatives that have fostered successful banking practices, and has also chaired committees to manage diversity and inclusion in the workplace to strengthen community relations.



Chris Craft, St. Lucie County Tax Collector. Tax Collector Chris Craft is St. Lucie County native. He worked at Coca-Cola Enterprise for ten years as a Sales Market Manager before shifting towards his political career. At the age of 31, Commissioner Craft was sworn into office as commissioner and, currently is in his second term as St. Lucie County's Tax Collector. He also serves on the Treasure Coast Council of committee; Value Governments the Adjustment Board (VAB), the Treasure Coast Regional Planning Council, Healthy Kids Board, and others.



Yvette Murray, Indian River State College Grant Development Coordinator. Yvette has over 20 years of experience and has a diverse background within the corporate, nonprofit, and educational sector. For the past 10 years she has successfully utilized her skills as a grants development professional. As a seasoned grant writer, Yvette has helped raise millions through local, state, federal and private funding for educational, environmental, mental health, humanitarian, and public safety programs. She is a past member of the International Association of Administrative Professional Palm Beach Chapter and charter member for the Treasure Coast chapter as well as former board member of the Surfrider Foundation Treasure Coast chapter.



Scott McCracken, President Sawhorse Construction

Scott has over 27 years of experience in construction and has been a state certified general contractor since 1989. He is also the President of the Treasure Coast Builders Association and received the distinction of "Builder of the Year". Scott has also been a certified member of Green Advantage since 2008 winning a number of awards for green building projects. He is an active leader in his community and has also served on the board of Planning and Zoning and the Vero Beach Finance Committee.





Solar and Energy Loan Fund (SELF)

2400 Rhode Island Ave.

Ft. Pierce, Florida 34950

T. 772-468-1818/F. 772.468.1811

www.SolarEnergyLoanFund.org



Contact:

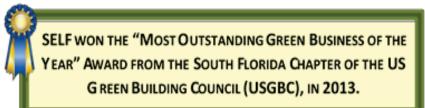
Doug Coward: Executive Director

Dougc@solarenergyloanfund.org

Duanne Andrade: Senior Strategic Financial Advisor/ CFO

Duannea@solarenergyloanfund.org





Main Differences Between PACE and SELF

There are several "green lenders" in the marketplace, and it is a common misconception that SELF's loans are similar to PACE assessments. There are multiple PACE programs in Florida but SELF is the only green lender focused on underserved and underbanked communities. The following chart helps compare and contrast these lending products.

SELF Loans	PACE Assessments
SELF provides <u>unsecured</u> personal loans – meaning the clients will not lose their home if they cannot repay the loan.	PACE is a <u>secured</u> tax assessment backed by equity in the home. If clients do not pay their tax assessments, they can potentially lose their homes.
SELF checks credit and focuses on the applicants' ability to repay but is not limited to income or credit scores.	PACE does <u>not</u> check credit or confirm the applicants' ability to repay the assessment.
SELF reports to credit bureau to help applicants rebuild credit.	PACE does not contribute to credit rebuilding.
SELF underwrites and services all loans. Local governments do <u>not</u> collect loan payments for SELF.	PACE is a voluntary tax assessment paid as a part of the annual tax bill and collected by the local tax collector.
SELF has flexibility to provide an alternative payment plan if clients fall behind.	PACE assessments have less flexibility for alternative payment plans - There is no "refinancing" option.
SELF loans go up to 10 years	PACE assessments go up to 20 years
Monthly payments No pre-payment penalties	Yearly payments Pre-payment penalties, typically 10% of outstanding balance
SELF focuses on Low- and Moderate- Income (LMI) homeowners	PACE is most often used for larger more expensive homes with substantial equity.
SELF finances energy efficiency, clean energy, resilience, water conservation, water quality, and disability projects.	As per state law, PACE finances energy efficiency, clean energy, and resilience.

FISCAL YEAR 2018/2019 BUDGET AMENDMENT REQUEST											
No: Date:	BAB19005 11/27/2018		-				Agenda Item No: Agenda Item Date:			12/11/2	018
County Administrator							Deputy County Administrator				
Vincent	S. Lon	g					Alan Ros	enzweig			_
Fund	Org		Account <i>Prog</i>	Information	-	est Detail <u>venues</u>		Budget	Change	Adjusted E	Budget
					_		Subtotal	:	-		-
Fund	Org	Acct	Account <i>Prog</i>	Information	Expe	<u>enditures</u>	Current	Budget	Change	Adjusted B	Budget
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Group/F	Progran	n Directo	or		Bu	ıdget Mana	ger				
								Office of F	Financial Ste	wardship	
Approve	ed By:			Resolution		Motion		1	dministrato	-	

BAB19005

		Bl	JDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2018/19)			
			GENERAL FUND 001-990-59900-599	Beginning Balance: \$200,000.00		
NI-	APPROVAL	AGENDA	AMENDMENT TITLE	DALANOE		
No.	DATE	DATE 11-Dec-18	AMENDMENT TITLE Funding for Apalachee Regional Planning Council for the	BALANCE \$85,000		
'		77 200 70	Management of a Solar Energy Improvement Fund	Ψου,ουο		
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25						
	Bold, Italic items are pending Board Approval					
			USAGE TO DATE (TOTAL AMENDMENTS)	\$85,000.00		
			ENDING BALANCE	115,000.00		
			END BALANCE AS % OF BEGIN BALANCE	58%		
			USAGE BALANCE AS % OF BEGIN BALANCE	43%		

Leon County Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Interlocal Agreement Between the City of Tallahassee and Leon County to

Control Illicit Discharges to the Leon County Storm Sewer System

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:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

This item seeks Board approval to renew an Interlocal Agreement between the City of Tallahassee and Leon County related to controlling non-stormwater discharges to the County's storm sewer system, as required by the County's National Pollutant Discharge Elimination System permit.

Fiscal Impact:

This item has a fiscal impact. The costs associated with the program are included in the Engineering Services annual operating budget. The costs typically range from \$15,000 to \$25,000 annually, based on the number of inspections and sampling events that occur during the year.

Staff Recommendation:

Option #1: Approve the Interlocal Agreement between the City of Tallahassee and Leon

County to manage and control illicit discharges to the Leon County Municipal Separate Storm Sewer System (MS4) (Attachment #1), and authorize the County

Administrator to execute.

Title: Interlocal Agreement Between the City of Tallahassee and Leon County to Control Illicit Discharges to the Leon County Storm Sewer System

December 11, 2018

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Report and Discussion

Background:

The Federal Water Quality Act of 1987 required the United States Environmental Protection Agency (EPA) to develop regulations under the National Pollutant Discharge Elimination System (NPDES) permit program to address stormwater discharges to Waters of the United States. An illicit discharge occurs when non-stormwater substances are discharged into a Municipal Separate Storm Sewer System (MS4) and subsequently into a Waters of the U.S. The NPDES permit requires that illicit discharges be detected by periodic monitoring of the MS4 system and by sampling in response to citizen reports of suspected illicit discharges.

Another requirement of the NPDES permit was for the County and City to establish relationships and responsibilities for the control of illicit discharges to their respective MS4s. To accomplish this requirement, the County and City entered into an Interlocal Agreement on October 22, 1999 that established jurisdictional authority and encouraged intergovernmental cooperation to effectively manage illicit discharges (Attachment #2). County and City staff worked together under an informal agreement until 2008 to effectively manage the discharge of pollutants into the County MS4, including the distribution and production of public educational materials, response to public reports of illicit discharges, inspection of high risk industrial facilities, and laboratory analysis to identify potential illicit discharges. A formal agreement between the County and the City was first executed on December 22, 2008 and was amended and extended on December 22, 2013 (Attachment #3). The 2013 Interlocal Agreement expires on December 21, 2018. The proposed Interlocal Agreement is substantially similar to the 2013 Interlocal Agreement.

The proposed interlocal agreement continues to maximize the joint utilization of professional staff as reflected in the City Water Quality Division assisting in implementing the County's Small Quantity Generator (SQG) Program. As part of the SQG Program, the City conducts inspections of Small Quantity Generator and Conditionally Exempt Small Quantity Generator facilities. In addition, on November 1, 2016, the City and County extended an Interlocal Agreement to formally recognize the City's Water Quality Division as the enforcement entity for the County's Aquifer Protection Ordinance. City staff currently inspect, monitor, and if necessary, discipline regulated businesses for the proper use, protection, and storage of groundwater. These City staff are trained to evaluate the proper storage of materials at facilities which may cause illicit discharges to stormwater or groundwater systems.

Analysis:

The proposed Interlocal Agreement (Attachment #1) is substantially similar to the 2013 Interlocal Agreement. The 2013 Interlocal Agreement expanded upon the previously mentioned Interlocal Agreements with the intent to eliminate redundancy of programs, personnel, and resources required to comply with State and Federal environmental mandates. The proposed Interlocal Agreement carries this intent as well, where the specially trained City staff are utilized in the unincorporated area to perform the inspections of hazardous waste generators for any non-stormwater discharges to the County stormwater system. City staff would also respond to public

Title: Interlocal Agreement Between the City of Tallahassee and Leon County to Control Illicit Discharges to the Leon County Storm Sewer System

December 11, 2018

Page 3

complaints of non-stormwater discharges to confirm the need for further action by County staff. Contracting with the City provides for cost-savings on the staffing and resources needed to support a County in-house program.

The County costs associated with the outlined activities are included in the Engineering Services operating budget and typically range from \$15,000 to \$25,000 annually, based on the number of inspections and sampling events that occur during the year. The costs vary based on the amount of reported illicit discharges and associated monitoring.

At this time, staff requests approval of the proposed Interlocal Agreement which addresses the responsibilities and fees for the NPDES MS4 illicit discharge inspection services.

Options:

- 1. Approve the Interlocal Agreement between the City of Tallahassee and Leon County to Manage and Control Illicit Discharges to the Leon County Municipal Separate Storm Sewer System (MS4) (Attachment #1), and authorize the County Administrator to execute.
- 2. Do not approve the Interlocal Agreement between the City of Tallahassee and Leon County to Manage and Control Illicit Discharges to the Leon County Municipal Separate Storm Sewer System (MS4).
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Proposed Interlocal Agreement Between the City of Tallahassee and Leon County Investigation, Analysis and Reporting of Illicit Discharges
- 2. 1999 Interlocal Agreement Providing Identification and Investigation of Illicit Discharges and Control of Pollutants between Leon County and the City of Tallahassee
- 3. 2013 Interlocal Agreement Between the City of Tallahassee and Leon County Investigation, Analysis and Reporting of Illicit Discharges

INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE AND LEON COUNTY INVESTIGATION, ANALYSIS AND REPORTING OF ILLICIT DISCHARGES

This Agreement is made and entered into this _	day of	, 201	8, by and
between the City of Tallahassee, a Florida municipal	corporation,	hereinafter referred	to as the
CITY, and Leon County, a political subdivision of	the State of	Florida and Charter	County,
hereinafter referred to as the COUNTY.			

WITNESSETH

WHEREAS, CITY ordinances and Chapter 10, Article XIII, entitled "Stormwater System Management" in the Leon County Code of Laws, prohibit certain discharges, disposals, and connections to the stormwater systems of the CITY and COUNTY; and,

WHEREAS, the CITY, pursuant to its ordinances and an agreement with the COUNTY, has been serving as the central point for citizen reporting of illicit discharges, improper disposal, and illicit connections to the CITY and COUNTY stormwater systems and has an onsite laboratory capable of analyzing water samples;

WHEREAS, the CITY maintains records of such citizen complaints, responds to such complaints, and performs a laboratory analysis of suspected illicit discharges; and,

WHEREAS, the COUNTY desires for the CITY to continue such activities with respect to the unincorporated portions of the COUNTY in accordance with the terms and conditions of this Agreement; and,

WHEREAS, the COUNTY and the CITY entered into a similar Agreement dated December 22, 2008 and amended December 22, 2013, which is to be replaced by this Agreement.

NOW THEREFORE, in consideration of mutual premises and the covenants contained herein, the parties agree to the following:

- 1.0 Public Reporting of Illicit Discharges, Improper Disposal, and Illicit Connections
 - 1.1 The CITY shall serve as the central point for reporting of citizen complaints relating to illicit discharges, improper disposal, and illicit connections. The CITY shall maintain a log or other record of such complaints relating to the unincorporated portion of the COUNTY and shall include in that log or other record documented citizen complaints, related inspections performed, and related enforcement actions taken to resolve the complaints.

- 1.2 The CITY shall respond to citizen complaints and shall conduct a site evaluation to determine if an illicit discharge is occurring. If non-stormwater discharge is observed and an illicit discharge is suspected, the inspector will use professional judgment to determine which parameters require laboratory analysis. For each complaint investigated, the inspector shall prepare a report to include a narrative description of the odor, statements regarding the presence of oil sheen or surface scum, and any other relevant observations regarding the potential presence of an illicit discharge. The CITY shall conduct laboratory analysis of samples, provided that it has the capacity to test for the required parameters.
- 1.3 The CITY shall conduct a follow-up visit to each sampling site within 72 hours, but no sooner than four hours, after the time of initial sampling. If non-stormwater discharge is still observed during the follow-up visit, an additional sample shall be collected and analyzed for the parameters recommended by the inspector. The CITY shall conduct laboratory analysis of samples, provided that it has the capacity to test for the required parameters.
- 1.4 The CITY shall prepare and submit to the COUNTY an annual summary of investigations that will include the following information: a description of each citizen complaint, the location of each suspected discharge, laboratory results associated with each investigation, whether the discharge was determined to be illicit, whether the discharge was terminated, whether a notice of violation was issued, and whether the matter was referred to another regulatory agency.
- 1.5 The COUNTY shall pay the CITY an annual fee of \$600 for the report described in Section 1.4, \$215 per field investigation, and all associated laboratory fees charged by the CITY or other laboratory conducting any required analysis. Laboratory fees will be established by the operator of the laboratory and may vary depending on the parameters analyzed.

2.0 Additional Water Quality Analysis

2.1 The COUNTY may conduct random inspections of its Municipal Separate Storm Sewer System (MS4) for proactive illicit discharge detection and will conduct quarterly sampling in accordance with applicable permit requirements. The COUNTY shall be responsible for follow-up visits to sites identified during the random inspections and sampling events. The CITY shall provide the COUNTY with sampling containers and preservatives needed to collect water samples in relation to such inspections and sampling and will provide laboratory analysis of all samples collected in accordance with Section 1.5.

3.0 High Risk Industrial Inspections

3.1 The CITY currently conducts various inspections at "high risk" industrial sites. The following industrial sites are considered "high risk": landfill(s); hazardous waste treatment, storage, disposal and recovery facilities; facilities that are subject

- to EPCRA Title III, Section 313; and any other industrial or commercial sites activities resulting in discharges which contribute a substantial pollutant load to the MS4. The CITY shall maintain an inventory of all industrial sites within the unincorporated COUNTY identified as "high risk", including tracking new high risk industrial sites which have not been previously reported.
- 3.2 In conjunction with, and in addition to, its other inspections, the CITY shall inspect such sites for illicit discharges, improper disposal, and illicit connections maintain an internal log documenting the inspections performed and enforcement actions taken.
- 3.3 If such an inspection identifies an illicit discharge, improper disposal, or illicit connection (or the possibility of such occurrence), the CITY shall immediately notify the COUNTY of same. The COUNTY will conduct any follow-up visits that it deems necessary with respect to such sites and will collect stormwater samples, as it deems necessary, for analysis by the CITY. Stormwater samples may be collected during a rain event, or samples may be collected prior to a rain event if discharge to the MS4 is occurring. Runoff from the site will be collected at the point of discharge to the MS4. Samples will be analyzed for the following parameters: oil and grease, COD, pH, BOD₅, total suspended solids, total phosphorous, total Kjeldahl nitrogen, nitrate plus nitrite, and total nitrogen.
- 3.4 The COUNTY may collect stormwater samples at new high risk industrial facilities to evaluate if the new discharge is contributing a substantial pollutant load to the MS4. Following initial evaluation, the site or facility will be periodically inspected in accordance with the preceding paragraphs of this Section 3.0.
- 3.5 The CITY shall submit an annual report with a reporting year of August 1 to July 31 and containing the following information regarding high risk industrial facilities or sites: the total number of such high risk facilities or sites, the number of new high risk industrial facilities or sites added to the database during the reporting time frame, the total number of high risk facility or site inspections conducted, laboratory results for all inspected sites, and identification of those inspections, if any, that resulted in a notice of violation or an enforcement action. The annual report shall note any site covered by an NPDES Multi-Sector General Permit and the associated permit number. The annual report shall be submitted no later than the annual invoice, as provided in Section 4.1.
- 3.6 The COUNTY shall pay the CITY \$30 for each inspection conducted under this Section 3.0, an annual fee of \$250 for maintenance and update of inspection forms and databases, and all associated laboratory fees charged by the CITY or other laboratory conducting any required analysis. Laboratory fees will be established by the operator of the laboratory and may vary depending on the parameters analyzed.

4.0 Invoices and Payment

- 4.1 The CITY shall submit an invoice to the COUNTY for services rendered between August 1 and July 31 each year. The invoice shall be submitted no later than September 30 and shall reflect the fee for the annual report as well as the fees and charges calculated in accordance with Sections 1.5 and 3.6. The COUNTY shall pay the invoice within 30 days after receipt by the COUNTY.
- 4.2 The CITY, at its discretion, may suspend performance of services under this Agreement at any time payment for services rendered is overdue from the COUNTY.
- 4.3 All charges and service-related fees charged to the COUNTY under this Agreement shall be subject to annual review and, at the mutual agreement of the parties, adjustment in writing.

5.0 Term and Termination

- 5.1 The initial term of this Agreement shall be for a period of five (5) years commencing on the date first set forth above. The term of this Agreement may be extended for an additional five (5) year period, subject to written agreement of the parties to such extension.
- 5.2 This Agreement may be terminated by either party by giving sixty (60) days prior written notice to the other party, provided that the party giving such notice is not then in breach of this Agreement. In the event of such termination, the COUNTY shall pay to the CITY all amounts due and owing the CITY for services rendered under this Agreement.

6.0 Liability

- 6.1 Each party agrees that it shall be solely responsible for the negligent or wrongful acts or omissions of its employees and/or agents in accordance with applicable Florida law.
- 6.2 The liability of each party, as set forth in this Agreement, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this paragraph shall be deemed to alter said waiver or to extend the liability of either party beyond such limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which either party may be entitled.

7.0 Appropriation

7.1 The performance by either party of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds budgeted by its governing body, or otherwise lawfully expendable, for the purposes of this Agreement for the current and future periods.

8.0 Conflict Resolution

- 8.1 The parties shall attempt to resolve any disputes that arise under this Agreement in good faith and in accordance with this Section. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process is hereby encompassed within this Section. The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice."
- 8.2 Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.
- 8.3 If a dispute is not resolved by the foregoing steps within forty-five (45) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the parties, then either party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the parties. The costs of the mediator shall be borne equally by the parties.
- 8.4 If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the parties, then, upon agreement of both parties, such dispute may be referred to binding arbitration; otherwise, each party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute

is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

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

9.0 Miscellaneous

- 9.1 All employees of the City involved in carrying out the obligations of the City under this Agreement shall remain employees of the City and be subject to the City's personnel rules and regulations therein.
- 9.2 The COUNTY may, from time to time, require changes in the scope of the services of the CITY to be performed hereunder. Such changes mutually agreed upon by and between the COUNTY and the CITY shall be incorporated by written amendments to this Agreement.
- 9.3 Failure 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.
- 9.4 If written notice to a party is required under this Agreement, such notice shall be given by hand delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested, to the COUNTY as follows:

County Administrator Leon County Courthouse 301 S. Monroe Street, 5th Floor Tallahassee, Florida 32301

and to the CITY as follows:

City Manager City Hall 300 S. Adams Street, Box A-21 Tallahassee, Florida 32301

IN WITNESS WHEREOF, the CITY and COUNTY have caused this Agreement to be executed by their duly authorized representatives effective the date first written above.

LEON COUNTY, FLORIDA

CITY OF TALLAHASSEE

By: Vincent S. Long County Administrator	By: John E. Dailey Mayor
Attest:	Attest:
By: Gwen Marshall, Clerk of the Circuit Court and Comptroller	By: James O. Cooke, IV, City Treasurer-Clerk
Approved as to form:	Approved as to form:
By: Herbert W.A. Thiele, Esq. County Attorney	By: Cassandra Jackson City Attorney

INTERLOCAL AGREEMENT PROVIDING IDENTIFICATION AND INVESTIGATION OF ILLICIT DISCHARGES AND CONTROL OF POLLUTANTS BETWEEN LEON COUNTY AND THE CITY OF TALLAHASSEE

THIS INTERLOCAL AGREEMENT, by and between Leon County, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY and the City of Tallahassee, a municipal corporation of the State of Florida, hereinafter referred to as the CITY, is entered into this 22rd day of 1999.

WITNESSETH

WHEREAS, the COUNTY and CITY desire to protect and promote the public health, safety, and general welfare through the management of stormwater runoff; and

WHEREAS, the COUNTY and CITY desire to maintain and assist in the improvement of water quality and to preserve and enhance the environmental quality of streams and receiving waters; and

WHEREAS, pursuant to the Federal Clean Water Act (CWA), Section 402 (p)(2), certain political entities are required to implement stormwater management programs within certain time frames; and

WHEREAS, pursuant to the CWA requirements, the United States Environmental Protection Agency (EPA) has developed regulations under the National Pollutant Discharge Elimination System (NPDES) permit program published as Part 40 of the Code of Federal Regulations (C.F.R.) Section 122.26 on November 16, 1990, 55 FR 47990; and

WHEREAS, the EPA, Region IV, notified the COUNTY and CITY in December of 1993, pursuant to the authority at Section 402(p) of the CWA, had determined that the COUNTY and CITY were required to prepare a NPDES Municipal Separate Storm Sewer System (MS4) permit application, due to the fact that it was requiring all municipalities and counties larger than 100,000 people, according to the 1990 census, to acquire permits; and,

WHEREAS, the COUNTY received Permit #FLS000033, and the CITY received Permit #FLS000034; and,

WHEREAS, 40 CFR 122.26(d)(2)(i)(D) requires control through interagency agreement of the contribution of pollutants from one portion of the municipal system to another portion of the municipal system; and,

WHEREAS, the CITY is accountable for its separate storm sewers, some of which outfall to the COUNTY MS4 or to Waters of the United States; and,

WHEREAS, the COUNTY is accountable for its separate storm sewers some of which outfall to the CITY MS4 or to Waters of the United States; and,

WHEREAS, the COUNTY and CITY have clearly defined roles with respect to controlling pollutants, identifying, and investigating illicit discharges in compliance with their respective Permits; and,

WHEREAS, the COUNTY and CITY have approved the concept of intergovernmental cooperation to effectively manage and control discharge into MS4's; and,

WHEREAS, it is the mutual desire of the COUNTY and CITY to establish relationships and responsibilities for control of discharges to MS4's as outlined in the 40 C.F.R. Section 122.26;

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the parties hereto mutually agree as follows:

SECTION 1. PURPOSE

The purpose of this Agreement is to set forth the relationships of the COUNTY and CITY with respect to the general responsibilities of the COUNTY and CITY to control the contribution of pollutants and to identify and investigate illicit discharges from the COUNTY MS4 to the CITY MS4 and from the CITY MS4 to the COUNTY MS4.

SECTION 2. GENERAL RESPONSIBILITIES

The COUNTY and CITY recognize that unless otherwise established through a separate agreement, each is responsible for the discharges from within its own boundaries. The COUNTY and CITY shall be respectively and independently responsible for controlling the contribution of pollutants from the MS4 of one party into the MS4 of the other. The COUNTY and the CITY shall be independently responsible for identifying and investigating illicit discharges within its own jurisdiction, as necessary, to meet federal regulations.

SECTION 3. COPIES

Upon final execution of this Agreement, two (2) copies will be provided to each COUNTY and CITY.

SECTION 4. PERMIT IMPLEMENTATION

Unless otherwise established under separate agreement, the COUNTY shall be solely responsible for implementation of the COUNTY NPDES permit conditions within the COUNTY and the CITY shall be solely responsible for implementation of the CITY NPDES Permit conditions within the CITY. The COUNTY is not responsible in any way for the acceptability of the terms of the permit issued to the CITY, nor is the COUNTY responsible for permit terms accepted by the CITY unless specifically authorized in this agreement. The CITY is not responsible in any way for the acceptability of the terms of the permit issued to the COUNTY, nor is the CITY responsible for permit terms accepted by the COUNTY unless specifically authorized in this agreement.

The COUNTY has the responsibility of controlling pollutants from its MS4 to the CITY MS4 and the CITY has the responsibility of controlling pollutants from its MS4 to the COUNTY MS4. The COUNTY has the responsibility of identification and investigation of illicit discharges into its MS4 and the CITY has the responsibility of identification and investigation of illicit discharges into its MS4. When tracking illicit discharges to their source and encountering a neighboring jurisdictional boundary, the COUNTY and CITY will be responsible for notifying the neighboring jurisdiction of the illicit discharges tracked to their boundary. If an illicit discharge is tracked to the neighboring jurisdiction, the neighboring jurisdiction will assume the responsibility of completing the identification and investigation of the illicit discharge. The COUNTY and the CITY will exchange documentation, as necessary, if an illicit discharge or pollutant crosses from one jurisdiction to the other.

SECTION 5. LEGAL AUTHORITY

The COUNTY and CITY agree to consider, and if the COUNTY and CITY determine that such action is in the best interest of the COUNTY and CITY, will adopt, modify or amend any ordinances, resolutions, rules, regulations or policies which will tend to enforce the content of this Agreement all in accordance with 40 C.F.R. 122.26.

SECTION 6. NOTICES

All written notices to the **COUNTY** and **CITY** under this agreement shall be directed to the following addresses:

LEON COUNTY:

Chief, Stormwater Engineering 2280 Miccosukee Rd. Tallahassee, FL 32308 CITY OF TALLAHASSEE:

Director, Stormwater Management

300 South Adams Street Tallahassee, FL 32301

SECTION 7. EFFECTIVE DATE: TERM

This Agreement shall become effective on the date a fully executed copy is filed with the Leon County Clerk of the Circuit Court. Unless otherwise terminated by agreement of the parties, the Agreement shall remain in effect for all perpetuity.

IN WITNESS WHEREOF, the lawful representatives of the COUNTY and CITY hereto have executed and affixed their official seal to this Agreement this <u>22nd</u> day of <u>Octobor</u>, 1999.

LEON COUNTY, FLORIDA

(SEAL)

Cliff Thae L Chairman

Dated: 9/08/91

ATTEST

LEON COUNTY, FLORIDA

Dave Lang, Clerk of the Cou

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APPROVED AS TO FORM: LEON COUNTY ATTORNEY'S OFFICE By: Herbert W.A. Thiele, Esq.

CITY OF TALLAHASSEE, FLORIDA

(SEAL)

Scott Maddox, Mayor

Dated: October 22 1999

ATTEST:

CITY OF TALLAMASSEE, FLORIDA

By: Bob Inzer, Treasurer-Clerk

APPROVED AS TO FORM:

CITY OF TALLAHASSEE ATTORNEY'S OFFICE

By: James R. English, City Attorney

APPROVED BY CITY COMMISSION

October 13, 1999

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Agreement #998893

FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT REGARDING REPORTING, INVESTIGATION AND ANALYSIS OF ILLICIT DISCHARGES

THIS FIRST AMENDMENT, to the Interlocal Agreement Between the City of Tallahassee and Leon County regarding Reporting, Investigation and Analysis of Illicit Discharges (Illicit Discharge Agreement) dated December 22, 2008, by the CITY OF TALLAHASSEE, a Florida Municipal Corporation, herein referred to as the "CITY" and LEON COUNTY, a political subdivision of the State of Florida and Charter County, herein referred to as the "COUNTY" is hereby entered into by said Parties effective the 22nd day of December, 2013.

RECITALS:

WHEREAS, the CITY and the COUNTY entered into the Illicit Discharge Agreement relating to reporting, investigating, and analysis of illicit discharges, improper disposal, and illicit connections to the CITY and COUNTY stormwater systems; and

WHEREAS, the CITY and the COUNTY have determined it to be in the best interests of each entity to amend and renew the term of said Illicit Discharge Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein, the sufficiency of which being acknowledged, the COUNTY, CITY do hereby agree as follows:

- 1. Section 4.1 of the Illicit Discharge Agreement dated December 22, 2008, is hereby amended to read as follows:
 - 4.1 The CITY, prior to the end of each calendar year, shall submit an invoice to the COUNTY for services rendered during the 12-month period ending on October 31 of that calendar year. The invoice shall reflect the fee for the annual report as well as the fees and charges calculated in accordance with Section 3.6. The COUNTY shall pay such invoice within 30 days of receipt and approval of same.
- II. Section 5.0 provides that the initial term of the Illicit Discharge Agreement shall be for a period of five (5) years commencing on December 22, 2008. The term of the Illicit Discharge Agreement may be extended for an additional five (5) year period, subject to written agreement of the parties to such extension.
 - The CITY and the COUNTY hereby extend the term of the Illicit Discharge Agreement for an additional five (5) year period, which stall commence on the effective date of this First Amendment to the Illicit Discharge Agreement.
- III. All other provisions, sections, requirements, promises, and covenants contained in the Agreement dated December 22, 2008, not otherwise in conflict with the provisions herein shall remain in full force and effect.

This First Amendment to the Illicit Discharge Agreement dated December 22, 2008 shall be IV. effective commencing December 22, 2013.

IN WITNESS WHEREOF, the CITY and COUNTY, through their duly authorized representatives have executed this First Amendment to the Illicit Discharge Agreement as of the date first written above.

LEON COUNTY, FLORIDA

By:

Vincent S. Yong County Administrator

Attest:

Clerk of the Circuit Court & Comptroller

Leon County, Florida

Attest:

Jim Cooke

City Treasurer-Clerk City of Tallahassee

City Manager

Anita Favors Thompson

Approved as to f

Leon County Actor

County Attorney

Approved as to form:

City of Tallahassee Attorney's Office

Lewis Shelley City Attorney

Date executed by COUNTY: _

Leon County Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9
December 11, 2018

Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Interlocal Agreement with the City of Tallahassee for the Belair/Annawood

Wastewater Retrofit 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:	Theresa B. Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

To:

This item seeks the Board's approval of an Interlocal Agreement with the City of Tallahassee that outlines the roles and responsibilities of each party to support the construction and transfer of the Belair/Annawood Wastewater Retrofit system. The wastewater collection system will be constructed by Leon County and transferred to the City of Tallahassee for ownership and operation upon completion.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the Interlocal Agreement between Leon County and the City of

Tallahassee for the Provision of Sewer Service to Belair/Annawood Area

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

Title: Interlocal Agreement with the City of Tallahassee for Belair/Annawood Wastewater Retrofit Project

December 11, 2018

Page 2

Report and Discussion

Background:

At the April 26, 2016 budget workshop, the Board authorized staff to seek funding for septic to sewer conversion in the Belair/Annawood area. This project is located within the Lake Munson/Four Points Unsewered Target Area identified in the 2025 City of Tallahassee Master Sewer Plan. The project will address 121 properties.

At the June 20, 2017 budget workshop, the Board authorized staff to finalize the Florida Department of Environmental Protection (FDEP) Springs Restoration Grant application for \$1.75 million for this area. The Grant was accepted at the February 13, 2018 meeting.

This project is essential to the following FY2017-FY2021 Strategic Initiatives and Bold Goal:

- Reduce nitrogen impacts in the PSPZ (Primary Springs Protection Zone) by identifying cost-effective and financially feasible ways including:
 - o Develop a septic tank replacement program (2016-23A)
 - Evaluate requiring advanced wastewater treatment (AWT) for new construction (2016-23B)
- Upgrade or eliminate 500 septic tanks in the PSPZ (BG2)

These particular Strategic Initiatives align with the Board's Environment Strategic Priorities:

- (EN1) Protect the quality and supply of our water.
- (EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.

Analysis:

The Belair/Annawood area is adjacent to the Woodside Heights subdivision within the Primary Focus Area #1 in the Wakulla Springs Basin Management Action Plan, a key area for septic tank phase-out to assist in the Wakulla Springs recovery (Attachment #2). The total \$3,500,000 awarded by the FDEP and matched by Leon County, will be used to fund the design and construction of the central sewer lines. The grant funds will also pay for the costs of the home connections and septic tank removals for up to 121 structures in the project area. The County match is designated to come from the County's share of the existing Blueprint 2020 Water Quality funding allocated to Leon County.

The Proposed Interlocal Agreement with the City of Tallahassee (Attachment #1) outlines the roles and responsibilities of each party to support the construction and transfer of the Belair/Annawood Wastewater Retrofit system including these basic terms:

• The County will design, permit and build a sewage collection system in the subdivision, subject to review and approval of the City.

Title: Interlocal Agreement with the City of Tallahassee for Belair/Annawood Wastewater Retrofit Project

December 11, 2018

Page 3

- The County will convey ownership to the City and the City will be responsible for perpetual operation and maintenance of the collection system.
- As an incentive to homeowners to connect to the sewer system, the County will pay the sewer systems charges for all taps provided in the project area. The City will reduce the sewer system charge by one-third for these connections.
- Should the County become aware of any failing septic system in the area, the County agrees to notify the City and the Health Department.
- All new construction will be required to connect to the system.
- Any resident on a private well must connect to City water in order to connect to City sewer, if the water line is available.
- Residents may connect after completion of the grant project at their own expense.
- No resident will be required to connect (unless as noted above).
- Properties which are not connected to the sanitary sewer system will be assessed a readiness to serve charge. Includes dispute resolution provisions.
- Two properties which do not have a City utility account will be assessed the annual equivalent sewer readiness to serve charge or the sewer service charge as a non-ad valorem assessment on the property owner's annual tax bill in accordance with Florida Statutes. Currently, the two properties are served by Talquin Electric and therefore do not receive a City of Tallahassee utility bill. Under the electric agreement between the City and Talquin, upon sale of the property, the electric service will be transferred to the City. Alternatively, at any point in time, a property owner may voluntarily transfer their electric service to the City. The appropriate monthly sewer charge can be included on the City utility bill at the point the property is served by City electric.

The County Attorney's Office has approved to form the final proposed Interlocal Agreement included as Attachment #1.

Options:

- 1. Approve the Interlocal Agreement between Leon County and the City of Tallahassee for the Provision of Sewer Service to Belair/Annawood Area (Attachment #1), and authorize the County Administrator to execute.
- 2. Do not approve the Interlocal Agreement between Leon County and the City of Tallahassee for the Provision of Sewer Service to Belair/Annawood Area.
- 3. Board direction.

Recommendation:

Option #1

Title: Interlocal Agreement with the City of Tallahassee for Belair/Annawood Wastewater Retrofit Project

December 11, 2018

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Attachments:

- 1. Proposed Interlocal Agreement between Leon County and the City of Tallahassee for the Provision of Sewer Service to the Belair/Annawood Area
- 2. Belair/Annawood map

INTERLOCAL AGREEMENT FOR THE PROVISION OF SEWER SERVICE TO BELAIR/ANNAWOOD AREA

THIS AGREEMENT, made and entered into this _____ day of _______, 2018, by the CITY OF TALLAHASSEE, a Florida municipal corporation (hereinafter referred to as "City"), and LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida (hereinafter referred to as "County").

WITNESSETH

WHEREAS, the County is the sole local governmental entity to authorize the planning, construction and operation of central water systems and sewage disposal systems within the unincorporated area of the County and will provide such services when it deems it appropriate; and,

WHEREAS, the County has recognized a long-standing problem in the Belair/Annawood area, as depicted in Exhibit A which is attached hereto and by reference incorporated herein, ("Belair/Annawood") that onsite sewage treatment and disposal systems "(OSTDS") currently in use do not function properly due to soil and groundwater conditions; and,

WHEREAS, the County, having recognized the nitrate loads associated with OSTDS and the impact of nitrate loads on Wakulla Springs, will identify areas in the Wakulla Springs Primary Springs Protection Zone where elimination or retrofit of existing OSTDS will be required as part of the Wakulla Springs Basin Management Action Plan; and,

WHEREAS, the County was awarded Florida Department of Environmental Protection Springs Restoration Grants to joint-fund construction of a central sewage collection system ("Sewer System") to serve Belair/Annawood, which is located within the Primary Springs Protection Zone; and,

WHEREAS, the County has determined that it is in the best interests of the citizens of Belair/Annawood that sewer service be provided to the residences in that area by the City of Tallahassee; and,

WHEREAS, Belair/Annawood lies within the City sewer franchise area; however, a portion of the area lies within the Talquin Electric Cooperative ("TEC") water franchise area, and the remainder lies within the City water franchise area; and,

WHEREAS, Belair/Annawood is within the Lake Munson Target Area identified in the City Master Sewer Plan adopted in February 2016;

NOW, THEREFORE, in consideration of the following mutual promises and covenants, and other good and valuable consideration the sufficiency of which is being acknowledged, the City and County hereby agree as follows:

a. The foregoing recitals are true and correct and are incorporated herein by reference.

<u>Section 1.</u> <u>Effective Date</u>. This Agreement shall commence upon full execution hereof by both parties.

Section 2. Responsibilities of County.

- 1. The County shall design, permit, and construct a new Sewer System to serve Belair/Annawood. The County will, at the County's expense, be responsible for acquiring all necessary property or property rights required for the construction, operation, maintenance, and replacement of the Sewer System. Such property or property rights shall be in form(s) acceptable to the City. The Sewer System's sewage collection piping shall use gravity flow to convey sewage first to conventional central pumping stations and then to a connection point on the existing City sewer system to be mutually agreed upon by the City and County.
- 2. The Sewer System design shall comply with the City's Engineering Design Manual for Water and Sewer Facilities and construction shall comply with the City's Technical Specifications for Water and Sewer Construction. The City's determination regarding compliance with such design and construction requirements shall be final. The County or its agent shall submit design plans to the City for review and approval. Construction shall not start until plans have been approved by the City. The City shall be timely in its review and approval, or disapproval, of plans submitted by the County in recognition of the County commitment to have service available as soon as possible.
- 3. The City is intended to be a third-party beneficiary of the contracts for design and construction of the Sewer System, and the County shall ensure that those contracts reflect such status for the City. As such, the design consultant and the contractor shall be directly liable to the County and the City for the proper and timely performance of all obligations under the respective contract including without limitation all warranty provisions. The County shall ensure that all guarantees and warranties related to design, construction, materials and equipment are assigned to the City. Upon completion of the Sewer System, or agreed portion thereof, and acceptance by the City for ownership, the County shall transfer ownership of the Sewer System, or agreed portion thereof, to the City along with all property and easements necessary for the operation, maintenance, repair, and replacement of the Sewer System or agreed portion thereof. It is agreed that the Sewer System does not include service lateral pipes between a customer and the sewer main and that easements for such piping are not required and will not be accepted.
- 4. The County will install sewer taps and will construct, to the property line, the associated sewer service laterals for each parcel served within Belair/Annawood. The County will use its best efforts to have property owners in Belair/Annawood agree to connect to the Sewer System. The County will extend the sewer lateral as necessary to complete the connection to the Sewer System, from the property line to the residence or other structure, for any parcels

where the owner agrees to connect to the Sewer System while the Sewer System is under construction.

Section 3. Responsibilities of City.

- 1. Upon completion of the Sewer System, or agreed portion thereof, and compliance with City specifications and requirements, the City shall accept the Sewer System and all property and easements necessary for ownership, operation, maintenance, repair, and replacement. The City shall utilize the completed Sewer System and its existing City sewage collection and treatment facilities to provide sewer service to Belair/Annawood. The City shall not be responsible for carrying out any of its responsibilities or obligations under this Agreement until the City has accepted ownership of the completed Sewer System. The City will not unreasonably withhold acceptance of the completed Sewer System for ownership, operation, and maintenance.
- 2. The City shall inspect construction of the Sewer System to ensure compliance with the previously approved City specifications and requirements. The County shall pay the City all costs incurred by the City for inspection and construction-related testing within forty-five (45) days following receipt of an invoice from the City for such inspection and testing.
- 3. Nothing in this Agreement shall prevent the City or County from using its general revenues to provide any of its services or financial assistance to any citizen or property owner inside Belair/Annawood.
- 4. Nothing herein shall be interpreted to require the City to assume responsibility for individual grinder pumps or discharge piping to the point of connection with the Sewer System.

Section 4. Terms of Service.

- 1. Sewer System service under this Agreement will be provided consistent with applicable City ordinances and policies, standards, procedures, regulations, rates, fees, loan programs and charges.
- 2. Any property owner desiring to connect to the Sewer System may do so at any time that service is available. Owners whose property is within the City water and sewer franchise area who connect to the Sewer System must also connect to the City water system, if the water system is available.
- 3. Any property owner that does not connect to the Sewer System will be charged the applicable readiness-to-serve charge in accordance with Sec 21-324, City of Tallahassee Code.
- 4. The County shall not issue any permits for new construction within the Belair/Annawood area unless the structure is proposed to be connected to the Sewer System.

Interlocal Agreement [Belair/Annawood Sewer] Page 3 of 8 5. Should the County become aware of a failing septic system in the Belair/Annawood area, the County agrees to notify the City and the Health Department.

Section 5. Charges, Billing and Collection

- 1. All charges for sewer service, readiness-to-serve, late payment, connect, disconnect and similar administrative charges shall be levied consistent with Chapter 21, City of Tallahassee Code.
- 2. Upon completion of the Sewer System and acceptance for ownership by the City, the County will pay to City, the sewer System Charges for each parcel for which a tap was provided in the Belair/Annawood area, regardless of whether the owners of such parcels agree to connect to the Sewer System. In recognition of County's payment of all System Charges, the City will reduce the System Charge applicable to the Belair/Annawood parcels by one third. The City shall invoice the County for all System Charges following City acceptance of the Sewer System for ownership and the County shall pay these charges within forty-five (45) days following receipt of the invoice.
- 3. No tap fees will be required at the time of customer connection for any parcel where the tap and lateral extension were installed by the County during original construction of the Sewer System.
- 4. The City will bill recurring sewer service charges in the Belair/Annawood area through a City customer utility account if an account exists for a metered City utility service. If a property owner does not have a City utility account for a metered service, the County will collect and remit to the City, on a recurring annual basis, the full amount of all charges related to sewer service through a non-ad valorem assessment on the owner's annual property tax bill. The County agrees to make all necessary arrangements and defray any associated administrative expenses associated with imposing said non-ad valorem assessment pursuant to Section 125.01, Florida Statutes, and in accordance with Section 197.3632, Florida Statutes.
- 5. The County will make said arrangements for the non-ad valorem assessment in a manner such that the first assessment is collected in the first calendar year subsequent to City acceptance of the Sewer System, or as soon thereafter as reasonably possible consistent with the notice and public hearing requirements provided in Section 197.3632, Florida Statutes. If the timing of the first assessment is such that only a partial year of service, or readiness-to-serve, charges is to be assessed, then the assessed charges shall be pro-rated based on the date of City notification of sewer availability, or the date of connection, as applicable. Assessments in subsequent years shall be for any past sewer service, or readiness-to-serve, charges not previously assessed or collected plus an additional 12 months of service or readiness-to-serve charges, except where a new customer has connected, in which case the sewer service charge and readiness-to-serve charges shall be pro-rated based upon the date of connection. The County will ensure that all charges related to sewer service, or readiness to serve, will be assessed within two

Interlocal Agreement [Belair/Annawood Sewer] Page 4 of 8 years of following the date on which each customer is connected to the Sewer System.

- 6. Each year the City shall provide the County information specifying the applicable sewer service related charges for each parcel served within the Belair/Annawood area. The County shall set a uniform recurring date by which this information must be provided.
- 7. If after timely receipt from the City of the applicable charges for each parcel within the Belair/Annawood area, the County fails to make arrangements for the non-ad valorem assessment for those charges, the County will remit to the City the full amount of the charges that should have been assessed.
- 8. The County agrees to use all the collection procedures available to it pursuant to Section 125.01, Florida Statutes, and Section 197.3632, Florida Statutes, to collect and remit to the City the assessed sewer charges from each property within the Belair/Annawood area.

Section 6. Dispute Resolution.

- 1. The Parties shall attempt to resolve any disputes that arise under this Agreement in good faith and in accordance with this section. The provision of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process is hereby set forth in this section.
- 2. The aggrieved Party shall give written notice to the other Party in writing, setting forth the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice."
- 3. Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and Board of County Commissioners.
- 4. If a dispute is not resolved by the foregoing step, within forty-five (45) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The Mayor shall represent the City and the Chair shall represent the County. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the

Parties. The costs of the mediator shall be borne equally by the Parties.

- 5. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).
 - a) Such arbitration shall be initiated by delivery, from one Party (the "Petitioner") to the other (the "Respondent"), of a written Arbitration Notice therefore containing a statement of the nature of the dispute involved. The Respondent, within ten (10) days following its receipt of such Arbitration Notice, shall deliver an answering statement to the Petitioner. After the delivery of such statements, either Party may make new or different claims by providing the other with written notice thereof specifying the nature of such claims involved.
 - b) Within ten (10) days following the delivery of such Arbitration Notice, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select a third arbitrator.
 - c) The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the third arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

Section 7. General Provisions.

- 1. <u>Governing Law and Venue</u>. This Agreement shall govern by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- 2. <u>Waiver</u>. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
 - 3. Modification. This Agreement shall not be extended, changed or modified,

Interlocal Agreement [Belair/Annawood Sewer] Page 6 of 8 except in writing duly executed by the Parties hereto.

- 4. <u>Binding Effect</u>. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- 5. <u>Assignment</u>. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- 6. <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- 7. <u>Headings</u>. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- 8. <u>Ambiguity</u>. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- 9. <u>Public Bodies</u>. It is expressly understood between the Parties that the City is a duly incorporated municipal corporation of the State of Florida and that the County is a charter county and a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by either of the Parties to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- 10. <u>Force Majeure</u>. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- 11. <u>Cost(s)</u> and <u>Attorney Fees</u>. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.
 - 12. Severability. It is intended that each Section of this Agreement shall be viewed as

separate and divisible, and in the event that any Section, or Party thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.

13. <u>Subject to Appropriation</u>. All payment obligations of the Parties as set forth herein shall be subject to appropriation of funding therefore by the applicable legislative bodies; however, failure to appropriate funding adequate to meet such payment obligations shall be deemed a default under this Agreement.

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Interlocal Agreement for the Provision of Sewer Service to Belair/Annawood as of the date written above.

LEON COUNTY, FLORIDA	CITY OF TALLAHASSEE, FLORIDA	
By: Vincent S. Long	By: Reese Goad	
County Administrator	City Manager	
ATTEST:	ATTEST:	
Gwendolyn Marshall, Clerk of the Circuit	D	
Court and Comptroller Leon County, Florida	By: James O. Cooke, IV	
Leon County, Piorida	City Treasurer - Clerk	
By:	City Treasurer - Cicik	
APPROVED AS TO FORM:	APPROVED AS TO FORM:	
Leon County Attorney's Office	City Attorney's Office	
By:	By:	
Herbert W.A. Thiele, Esq.	City Attorney	
County Attorney		

Interlocal Agreement [Belair/Annawood Sewer] Page 8 of 8

Attachment #2 Page 1 of 1 IOWA Annawood ANNAWOOD Belair DUREN SAMP RIDGE CROSSWAY **Project Areas Parcels** DISCLAIMER DISCLAIMER
NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom. Name Streets Annawood Belair

Woodside Heights 0.05 0.2 Miles 0 0.1 Posted December 3, 2018 Page 318 of 1028

Leon County Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Local Agency Program Agreement between Leon County and Florida

Department of Transportation for the Phase II Design of Bicycle Lanes on a

Portion of Smith Creek Road (CR375)

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:	Chris Muehlemann, P.E., Chief of Engineering Services Felton Ard, P.E., Customer Support Engineer	

Statement of Issue:

This item seeks approval of a Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT) for the County to receive \$134,205 for the Phase II design of bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest. This LAP Agreement is required as part of the Project Memorandum of Agreement (MOA) between Leon County, FDOT, and the Federal Highway Administration (FHWA) approved by the Board at the February 27, 2018 meeting.

Fiscal Impact:

This item has a fiscal impact. This item realizes \$134,205 from the FDOT toward the project costs for the Phase II design of the proposed bicycle lanes. No County match is required. After the completion of the design, a future agenda item will be presented to the Board for authorization of an additional LAP Agreement with the FDOT to secure construction funding for this project.

Staff Recommendation:

See next page.

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Phase II Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375)

December 11, 2018

Page 2

Staff Recommendation:

- Option #1: Approve the Local Agency Program Agreement with Florida Department of Transportation for the Phase II Design of bicycle lanes on a portion of Smith Creek Road (Attachment #1), and authorize the County Administrator to execute.
- Option #2: Adopt the Resolution for the Local Agency Program Agreement as referenced in the Locally Funded Agreement for the design of bicycle lanes on a portion of Smith Creek Road (Attachment #2), and authorize the Chairman to execute.
- Option #3: Adopt the Resolution and associated Budget Amendment Request realizing \$134,205 from the Florida Department of Transportation into the County budget (Attachment #3).

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Phase II Design of Bicycle Lanes on a Portion of Smith Creek

Road (CR375) December 11, 2018

Page 3

Report and Discussion

Background:

This item seeks Board approval of the proposed Local Agency Program (LAP) Agreement between Leon County and Florida Department of Transportation (FDOT) for Phase II design of bicycle lanes on a portion of Smith Creek Road. FDOT will provide funding of \$134,205 for project design through this Agreement (Attachment #1). This item also seeks Board adoption of a Resolution as required by FDOT in paragraph one of the Agreement (Attachment #2).

In 2014, Public Works staff received a Call for Projects from the Federal Highway Administration (FHWA) Eastern Federal Lands Access Program. At the time, the Smith Creek Road Bike Lanes and Improved Shoulders project from Highway 20 to the Leon County/Wakulla County line was identified in the Capital Region Transportation Planning Agency (CRTPA) NEEDS Plans of the Regional Mobility Plan and was eligible for this application. The application was submitted, but was not selected for award in 2014.

In June 2016, staff received the Call for Projects again. The Board authorized staff to submit another application package at the October 25, 2016 Board meeting. Staff was notified on June 6, 2017 by the FHWA that they intended to award Leon County \$1,020,000 for the design and construction of bicycle lanes to a portion of Smith Creek Road (CR375). The Board authorized a Project Memorandum of Agreement between Leon County, FDOT and the FHWA at the February 27, 2018 Board meeting.

On March 27, 2018, the Board authorized a LAP Agreement between Leon County and FDOT for the Phase I design of bicycle lanes on a 1.3 mile section of Smith Creek Road (CR375). At that time, staff submitted another FHWA application for the next segment (Phase II) of bicycle lanes on Smith Creek Road (CR375). Staff was notified in October 2018 that the FHWA intended to award Leon County \$846,705 for the Phase II design and construction of an additional mile of bicycle lanes for Smith Creek Road (CR375).

Analysis:

Smith Creek Road (CR375) is a paved two-lane roadway that extends 8.3 miles from its intersection with State Road 20 south to the Wakulla County line (Attachment #4). The roadway is currently 22 feet wide and paved with asphalt. The overall purpose of the project is to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest. This project will provide a bicycle friendly corridor in western Leon County where few options exist. The Phase II design project scope is to add 5-foot paved bike lanes on both sides of the road and to overlay/restripe approximately one mile of the roadway beginning at the point the Phase I design ends. It is anticipated that staff will pursue future application cycles with FHWA to possibly leverage additional Federal funds to aid implementation of the entire length of Smith Creek Road (CR375).

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Phase II Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375)

December 11, 2018

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Given the proximity of the Board's approval of the LAP Agreement for Phase 1 funding and the submission and subsequent award of funding for Phase 2, the design activities for both phases will be combined for a total of 2.3 miles. The design selection process will commence in early Spring 2019 and all design activities will be completed by December 2019. Upon completion, another LAP Agreement will be presented to the Board for the funding of construction at no cost to the County.

Options:

- 1. Approve the Local Agency Program Agreement with Florida Department of Transportation for the Phase II design of bicycle lanes on a portion of Smith Creek Road (Attachment #1), and authorize the County Administrator to execute.
- 2. Adopt the Resolution for the Local Agency Program Agreement as referenced in the Locally Funded Agreement for the Phase II design of bicycle lanes on a portion of Smith Creek Road (Attachment #2), and authorize the Chairman to execute.
- 3. Adopt the Resolution and associated Budget Amendment Request realizing \$134,205 from the Florida Department of Transportation into the County budget (Attachment #3).
- 4. Do not approve the Local Agency Program Agreement with Florida Department of Transportation for the Phase II design of bicycle lanes on a portion of Smith Creek Road.
- 5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

- 1. Proposed draft Local Agency Program Agreement
- 2. Resolution approving Local Agency Program Agreement
- 3. Resolution and associated Budget Amendment Request
- 4. Project location map

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

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FPN: 442060-2-38-01	FPN:	FPN:
Federal No (FAIN): <u>D319-022-B</u>	Federal No (FAIN):	
Federal Award Date:	, ,	Federal Award Date:
Fund:	Fund:	Fund:
Org Code:	Org Code:	Org Code:
FLAIR Approp:		
County No:55 (Leon)	Contract No:	
Recipient Vendor No: F596000435090	Recipient DUNS No: 80-939-7102	
Catalog of Federal Domestic Assistance	(CFDA): 20.205 Highway Planning and	Construction
THIS LOCAL AGENCY	PROGRAM AGREEMENT ("Agree by and between the State of Florida D	eement"), is entered into on epartment of Transportation, an agency
(This date to be entered by DOT only)	nd <u>Leon County, Florida, a charter county</u>	

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. Authority: The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit** "**D**" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
- 2. Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in Design of CR 375 Smith Creek Road Phase II, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
- 3. Term of Agreement: The Recipient agrees to complete the Project on or before <u>December 31, 2019</u>. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.

4. Project Cost:

- a. The estimated cost of the Project is \$ 134,205.00. This amount is based upon the Schedule of Financial Assistance in Exhibit "B", attached to and incorporated in this Agreement. Exhibit "B" may be modified by mutual execution of an amendment as provided for in paragraph 5.I.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$134,205.00 and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
- **c.** Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:
 - i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;

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- ii. Availability of funds as stated in subparagraphs 5.L. and 5.M. of this Agreement;
- iii. Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in Exhibit "A".
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in Exhibit "A" was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in Exhibit "F", Contract Payment Requirements.
- e. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.
 - If this box is selected, advance payment is authorized for this Agreement and **Exhibit** "H", Alternative Advance Payment Financial Provisions is attached and incorporated into this Agreement.

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the

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deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- **k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- I. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit** "B" for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- **m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- **b.** There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- **c.** The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 16.J.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

a. A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:

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- Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- ii. Maintains familiarity of day to day Project operations, including Project safety issues;
- **iii.** Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- **iv.** Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
- **v.** Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- **vi.** Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
- **vii.** Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the "FHWA" removing any unbilled funding or the loss of State appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of State appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the state highway system, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to Exhibit "I", State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- **D.** In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- **E.** The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- **F.** The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- G. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and State laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with

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the Project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists. Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

H. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General, or any other State official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer ("CFO"), or State of Florida Auditor General.
- b. The Recipient, a non-Federal entity as defined by 2 CFR Part 200, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, the Recipient must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements. **Exhibit "E"** to this Agreement provides the required Federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F Audit Requirements. In determining Federal awards expended in a fiscal year, the Recipient must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, in Federal awards, the Recipient is exempt from Federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Recipient's resources obtained from other than Federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse ("FAC") at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the Federal award:
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 - 5. Withhold further Federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24 605 Suwannee Street Tallahassee, Florida 32399-0450 FDOTSingleAudit@dot.state.fl.us

c. 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 or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

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9. Termination or Suspension of Project:

The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- **a.** If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- **b.** The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- **d.** In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- **e.** The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in Exhibit "G", FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

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The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- **b.** The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

- a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached Exhibit "C", Title VI Assurances in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- **b.** The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. 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, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

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- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide 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, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- e. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement. Additionally, the Recipient agrees to include the following indemnification in all contracts with contractors/subcontractors, or consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Recipient's contractor shall indemnify and hold harmless the Recipient, the State of Florida, Department of Transportation, and its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor and persons employed or utilized by the contractor in the performance of this Contract."

This indemnification shall survive the termination of this Contract. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Recipient's sovereign immunity."

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- b. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.
- **Maintenance Obligations:** In the event the Project includes construction then the following provisions are incorporated into this Agreement:

a.	The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient
	☐ shall
	shall not
	maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the State funding provided under this Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and

incorporated into this Agreement as Exhibit "D". This provision will survive termination of this

17. Miscellaneous Provisions:

Agreement.

- b. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- **c.** The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- d. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- **e.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- f. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

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- g. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- h. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- i. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- j. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.
- k. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.
- I. The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- m. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- n. The Recipient shall:
 - i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
 - ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-

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Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

- **o.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- **p.** The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- q. If the Project is procured pursuant to Chapter 255 for construction services and at the time of the competitive solicitation for the Project 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

a.	Exhibits "A", "B", "C", "D", "E" and "F" are attached to and incorporated into this Agreement.
b.	☐ If this Project includes Phase 58 (construction) activities, then Exhibit "G" , FHWA FORM 1273, is attached and incorporated into this Agreement.
C.	☐ Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then Exhibit "H" , Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
d.	☐ State Funds are used on this Project. If State Funds are used on this Project, then Exhibit "I" , State Funds Addendum, is attached and incorporated into this Agreement. Exhibit "J" , State Financial Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.
e.	☐ This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Project Reimbursement, then Exhibit " K ", Advance Project Reimbursement is attached and incorporated into this Agreement.
f.	☐ This Project is located off the State Highway System and includes funding for landscaping. If this Project is located off the State Highway System and includes funding for landscaping, then Exhibit "L" , Landscape Maintenance, is attached and incorporated into this Agreement.
g.	☐ This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, Exhibit "M" , Roadway Lighting Maintenance is attached and incorporated into this Agreement.
h.	☐ This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, Exhibit "N" , Traffic Signal Maintenance is attached and incorporated into this Agreement.
i.	☐ A portion or all of the Project will utilize Department right's-of-way and, therefore, Exhibit "O" , Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
j.	☐ The following Exhibit(s) are attached and incorporated into this Agreement:
k.	Exhibit and Attachment List Exhibit A: Project Description and Responsibilities Exhibit B: Schedule of Financial Assistance Exhibit C: Title VI Assurances Exhibit D: Recipient Resolution

Exhibit E: Federal Financial Assistance (Single Audit Act)

Exhibit F: Contract Payment Requirements

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- * Exhibit G: FHWA Form 1273
- * Exhibit H: Alternative Advance Payment Financial Provisions
- * Exhibit I: State Funds Addendum
- * Exhibit J: State Financial Assistance (Florida Single Audit Act)
- * Exhibit K: Advance Project Reimbursement
- * Exhibit L: Landscape Maintenance
- * Exhibit M: Roadway Lighting Maintenance
- * Exhibit N: Traffic Signal Maintenance
- * Exhibit O: Terms and Conditions of Construction in Department Right-of-Way
- * Additional Exhibit(s):
- * Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Leon County, Florida	STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION			
By: Name: Title:	By: Name: Jared Perdue, P.E. Title: Director of Transportation Development			
	Legal Review:			

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EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 442060-2-38-01
is exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of ansportation and
on County, Florida (the Recipient)
OJECT LOCATION:
The project is on the National Highway System.
The project is on the State Highway System.
OJECT LENGTH AND MILE POST LIMITS: 1.00
OJECT DESCRIPTION: The design of 5' bike lanes, overlay of the roadway surface, and new pavement markings on to 375 Smith Creek Road from NF-320 to South of the Fire Department.
ECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient shall not begin until a Notice to Proceed has been issued by the Department.

The Recipient shall ensure that the project will be designed and constructed within the existing right of way. If right of way is needed, the Recipient shall notify the Department prior to commencement of any right-of-way activities. The Recipient will be required to be in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act).

The Recipient shall provide a copy of the 60%, 90% and final design plans for the Department's review and approval.

The Recipient shall be responsible for verifying that the NEPA document is adhered to for the life of the project.

When developing plans and specifications the Recipient shall consider the following:

Off the State Highway System (Off-System) LAP construction projects must be administered in accordance with either Local Agency Specifications that have been approved by the Department; the pre-approved FDOT LAP ("Big Four") Specifications; or Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications in accordance with the LAP Manual. The Recipient will be responsible for all project level inspection and verification testing. In addition, the construction of any new building must comply with Florida Building Code.

On the State Highway System (On-System) LAP construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used in accordance with the LAP Manual. The Recipient will be responsible for all project level inspection, verification testing, and assuring all data are entered into Laboratory Information Management Systems (LIMS). In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of \$10 million or more.

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EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by
- b) Design to be completed by December 31, 2019.
- c) Right-of-Way requirements identified and provided to the Department by
- d) Right-of-Way to be certified by
- e) Construction contract to be let by .
- f) Construction to be completed by

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT: The Cultural Resource Assessment Survey (including coordination with the State Historic Preservation Officer) and all documentation necessary to support the environmental Class of Action Determination will be the responsibility of the Department.

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EXHIBIT "B" SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS:	FINANCIAL PROJECT NUMBER: 442060-2-38-01
Leon County, FL	
301 S. Monroe Street, 5th Floor	
Tallahassee, FL 32301	

	MAXIMUM PARTICIPATION					
PHASE OF WORK By Fiscal Year	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS		
Total PD&E Cost						
Design- Phase 38						
FY: 2019 (<u>Eastern Federal Lands</u>) FY: 2020 (<u>Insert Program Name</u>) FY: 2021 (<u>Insert Program Name</u>)	\$134,205.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	\$134,205.00 0.00 0.00		
Total Design Cost	\$134,205.00	0.00	0.00	\$134,205.00		
Right-of-Way- Phase 48						
FY: (<u>Insert Program Name</u>) FY: (<u>Insert Program Name</u>) FY: (<u>Insert Program Name</u>)			<u> </u>			
Total Right-of-Way Cost						
Construction- Phase 58						
FY: (<u>Insert Program Name</u>) FY: (<u>Insert Program Name</u>) FY: (<u>Insert Program Name</u>)						
Total Construction Cost						
Construction Engineering and Inspection (CEI)- Phase 68						
FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name)						
Total CEI Cost						
(Insert Phase) FY: (Insert Program Name) FY: (Insert Program Name) FY: (Insert Program Name)						
Total Phase Costs						
TOTAL COST OF THE PROJECT	\$134,205.00	0.00	0.00	\$134,205.00		

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Dustin Castells	
District Grant Manager Name	
Signature	Date

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Exhibit "C" TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) Compliance with REGULATIONS: The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") *Title 49, Code of Federal Regulations, Part 21,* as they may be amended from time to time, (hereinafter referred to as the *REGULATIONS*), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the REGULATIONS relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports: The contractor shall provide all information and reports required by the *REGULATIONS* or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such *REGULATIONS*, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, or *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or

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Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the *REGULATIONS*, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- **(7.)** Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

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EXHIBIT "E"

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205

CFDA Title: Highway Planning and Construction

Federal-Aid Highway Program, Federal Lands Highway Program

CFDA Program Site: https://www.cfda.gov/

Award Amount: \$

Awarding Agency: Florida Department of Transportation

Award is for R&D: Choose an item. Indirect Cost Rate: Choose an item.

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards http://www.ecfr.gov/

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 - Highways, United States Code

http://uscode.house.gov/browse/prelim@title23&edition=prelim

Title 49 – Transportation, United States Code

http://uscode.house.gov/browse/prelim@title49&edition=prelim

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141 http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf

Federal Highway Administration – Florida Division

http://www.fhwa.dot.gov/fldiv/

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS) https://www.fsrs.gov/

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LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT "F"

CONTRACT PAYMENT REQUIREMENTS Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

- (1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

- (3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.
- (4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- (6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address http://www.myfloridacfo.com/aadir/reference_guide/.

LOCAL AGENCY PROGRAM AGREEMENT

525-010-40 PROGRAM MANAGEMENT 1/15 Page 1 of 1

EXHIBIT 1

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205

CFDA Title: Highway Planning and Construction

Federal-Aid Highway Program, Federal Lands Highway Program

CFDA Program Site: https://www.cfda.gov/

Award Amount: \$134,205.00

Awarding Agency: Florida Department of Transportation

Award is for R&D: NO Indirect Cost Rate: N/A

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

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards http://www.ecfr.gov/

OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

OMB Circular A-133 Compliance Supplement 2014

http://www.whitehouse.gov/omb/circulars/a133 compliance supplement 2014

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

OMB Circular A-87 (Revised), Cost Principles for State, Local and Indian Tribal Governments http://www.whitehouse.gov/omb/circulars_a087_2004/

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments http://www.whitehouse.gov/omb/circulars a102/

Title 23 - Highways, United States Code

http://uscode.house.gov/browse/prelim@title23&edition=prelim

Title 49 - Transportation, United States Code

http://uscode.house.gov/browse/prelim@title49&edition=prelim

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141 http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf

Federal Highway Administration – Florida Division

http://www.fhwa.dot.gov/fldiv/

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS) https://www.fsrs.gov/

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE DESIGN OF BICYCLE LANES ON A PORTION OF SMITH CREEK ROAD (CR 375)

WHEREAS, The State of Florida, Department of Transportation (the "DEPARTMENT") and Leon County, Florida, a charter county and political subdivision of the State of Florida (the "COUNTY") are desirous of having the DEPARTMENT participate in the design of bicycle lanes on a portion of Smith Creek Road (CR 375), the details of which are described in the Local Agency Participation Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on December 11, 2018 (the "LAP Agreement"); and

WHEREAS, the Design of CR 375 Smith Creek Road Phase II (the "PROJECT"), will be conducted in Leon County, and the DEPARTMENT is prepared to contribute funds in an amount up to One Hundred Thirty-Four Thousand Two Hundred Five and 00/100 Dollars (\$134,205.00) toward the PROJECT; and

WHEREAS, completion of the PROJECT is in the interest of the DEPARTMENT and the COUNTY, as the project will substantially improve the safety, operation, and efficiency of Smith Creek Road (CR 375).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 11th day of December, 2018, that the Board hereby approves the LAP Agreement and hereby authorizes the County Administrator to execute the LAP Agreement in a form approved by the County Attorney.

Passed and adopted on this 11th day of December, 2018.

	LEON COUNTY, FLORIDA
	BY:
ATTESTED BY: Gwendolyn Marshall, Clerk of Court & Comptroller, Leon County, Florida	APPROVED AS TO FORM: Leon County Attorney's Office
BY:	By: Herbert W. A. Thiele, Esq. County Attorney

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2018/2019; and,

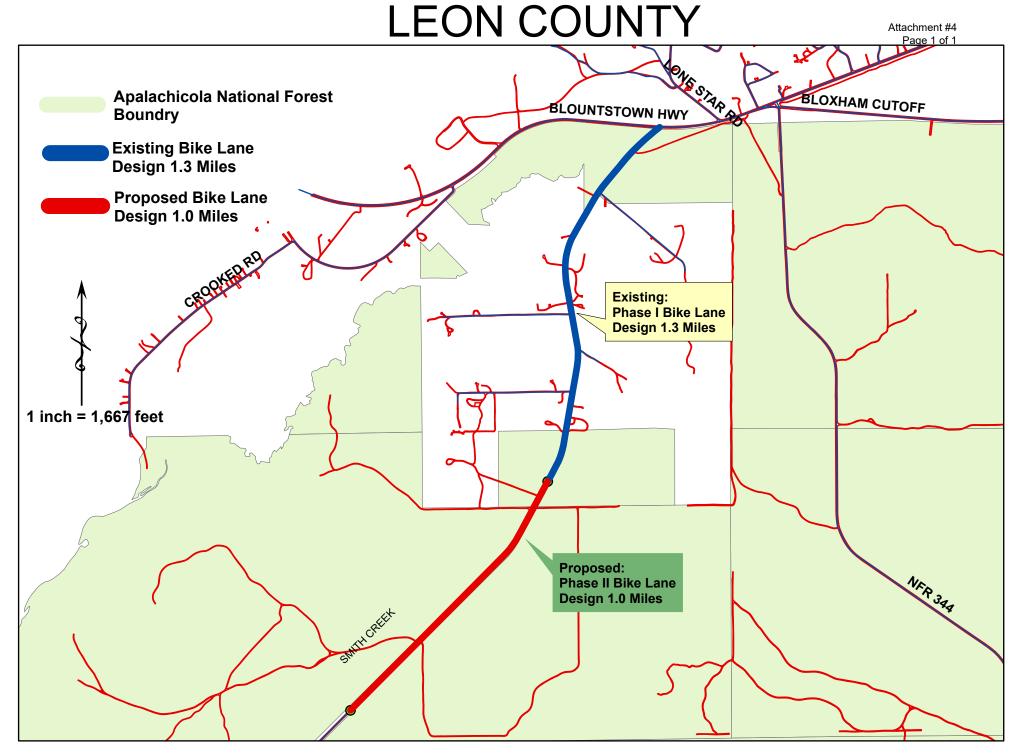
WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

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 11th day of December, 2018.

	LEON COUNTY, FLORIDA BY: Jimbo Jackson, Chairman
	Board of County Commissioners
ATTEST: Gwendolyn Marshall, Clerk of the Cor Leon County, Florida BY:	urt and Comptroller
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W. A. Thiele, Esq. County Attorney	

FISCAL YEAR 2018/2019											
				BUDGE	T AME	NDMENT	REQUES	T			
No: Date:		9004 /2018	-				Agenda Item N Agenda Item D			12/11	/2018
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Vincen	t S. Long	J					Alan Rosenzw	eig			
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Fund	Org		Accoun <i>Prog</i>	t Information	Title	<u>evenues</u>	Current Bud	get	Change	Adjusted	Budget
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Departr portion	ment of T	ransport Creek R	tation for load to e	riates \$134,000 r a Local Agenc enhance and pro	y Progran	n (LAP) Agree	ment for Phase	e II de	sign of bicyc	de lanes or	
Group/	Group/Program Director Tim Barden, Budget Manager										
A	ad Po			Danaketter			Director, Offic			-	,
Approv	rea By:			Resolution	Lx.I	Motion		A	dministrato	Γ	



BIKE LANE DESIGN FOR SMITH CREEK RD./ COUNTY ROAD 375 sted December 3, 2018

Leon County Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Engineering Design Services for Safety Improvements on Old Bainbridge

Road from North Monroe Street to Gadsden County Line and the Intersection

at Knots Lane

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:	Chris Muehlemann, P.E., Chief of Engineering Design George Su, P.E., Senior Design Engineer Felton Ard, PE, Customer Support Engineer

Statement of Issue:

This item seeks Board authorization for staff to negotiate the Engineering Services Fee with Gresham Smith for the design and permitting of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line and at the intersection of Knots Lane.

Fiscal Impact:

This item has a fiscal impact. At the September 20, 2017 meeting, the Board approved two separate Local Agency Program Agreements with FDOT for funding for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line for \$48,750 and the intersection of Knots Lane for \$54,321. These funds were appropriated during the FY 2018/19 carry forward process.

Staff Recommendation:

Option #1: Authorize the negotiation of the design services fee with Gresham Smith, and the

next two ranked firms if necessary, for the engineering design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line and at the intersection of Knots Lane (Attachment #1), and authorize the County Administrator to execute the agreement in a form approved by the

County Attorney.

Title: Engineering Design Services for Safety Improvements on Old Bainbridge Road from North Monroe Street to Gadsden County Line and the Intersection at Knots Lane

December 11, 2018

Page 2

Report and Discussion

Background:

This item seeks Board authorization for staff to negotiate the Engineering Services Fee with Gresham Smith for the engineering design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line and at the intersection of Knots Lane.

At the September 20, 2017 meeting, the Board approved two separate Local Agency Program Agreements with FDOT for funding for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line for \$48,750 and the intersection of Knots Lane for \$54,321; an additional \$522,984 and \$130,647 is respectively included in the FDOT FY 2019 budget for construction. After design work is complete, another LAP Agreement will be presented to the Board for the funding of construction by Fall 2019.

Old Bainbridge Road, between North Monroe Street and the Gadsden County line, is a 3.7 mile two-lane paved County maintained minor arterial (rural) road outside the Canopy Road Protection Zone (Attachment #2). The adjacent land use is primarily residential. The posted speed limit is 45 miles per hour (mph) for this segment and the Average Annual Daily Traffic (AADT) volume is approximately 4,132 vehicles per day (south of Orchard Pond Road in 2012). This segment of roadway has no sidewalks, median, bike lanes, street lighting, or traffic signals.

The project proposed on Old Bainbridge Road at the intersection of Knots Lane is located at approximately 1,000 feet south of West Tharpe Street, which is outside the Canopy Road Protection Zone (Attachment #3). The adjacent land use is a mix of residential and commercial. The posted speed limit is 30 mph for this segment of Old Bainbridge Road and the AADT volume is approximately 7,600 vehicles per day (south of Homewood Road in 2012).

The Old Bainbridge Road Safety Improvements Project is essential to the following FY 2017-FY 2021 Strategic Initiative:

• Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic Priorities:

- (Q5) Support strong neighborhoods.
- (Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.

Title: Engineering Design Services for Safety Improvements on Old Bainbridge Road from North Monroe Street to Gadsden County Line and the Intersection at Knots Lane

December 11, 2018

Page 3

Analysis:

Based on the vehicle crash data and analyses presented to the Board on September 20, 2017 for both segments of Old Bainbridge Road (Attachments #4 and #5), Gresham Smith will design safety enhancements with costs estimates to include, but not limited to:

- Enclosure of steep ditches directly adjacent to the edge of the pavement
- New signage
- Upgraded pavement markings
- Resurfacing
- Tree trimming or removal

A final recommendation for the construction of these enhancements will be brought back to the Board based on the safety benefits and financial constraints for the project as determined by the County Engineer in consultation with the Florida Department of Transportation.

The Request for Proposals (RFP) of the Design Service for Old Bainbridge Road Safety Improvements was electronically posted on July 27, 2018. A total of ten vendors attended the mandatory Pre-Proposal Meeting on August 7, 2018, and the County received proposals from four firms on August 28, 2018 (Attachment #6). The four firms that submitted proposals were George & Associates (G&A), Gresham Smith (GS), Mead & Hunt (M&H) and Wantman Group (WG).

The County's formal Proposal Review Process consists of two parts. The written proposals are first reviewed and ranked by the RFP Evaluation Committee (Attachment #7). Through this review, the Committee then develops a short list of three firms for interviews. At the conclusion of the interview process, a final ranking is determined by the Committee for recommendation to the Board. Minority, Women, and Business Enterprise aspirational targets and Local Preference were not required in the evaluation process because they are prohibited when the projects are federally funded.

The firms shortlisted for interviews were G&A, GS, and M&H. Based on the final scoring after the interviews, the Committee recommended GS as the top-ranked firm (Attachment #8). FDOT LAP Administrator has also concurred with the final ranking recommended by the RFP Evaluation Committee. If the negotiations are unsuccessful with GS, staff recommends that negotiations proceed with the next ranked firms of G&A followed by M&H.

Title: Engineering Design Services for Safety Improvements on Old Bainbridge Road from North Monroe Street to Gadsden County Line and the Intersection at Knots Lane

December 11, 2018

Page 4

Options:

- 1. Authorize the negotiation of the design services fee with Gresham Smith, and the next two ranked firms if necessary, for the engineering design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line and at the intersection of Knots Lane (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 engineering design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line and at the intersection of Knots Lane.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Draft Agreement
- 2. Project Location Map Safety Improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line
- 3. Project Location Map Safety Improvements on Old Bainbridge Road at the Intersection of Knots Lane
- 4. September 20, 2017 agenda item regarding safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County line.
- 5. September 20, 2017 agenda item regarding safety improvements on Old Bainbridge Road at Knots Lane.
- 6. Submittal Tabulation Sheet
- 7. Recommended Shortlist Firms based on the Technical Proposal Scores
- 8. Interview Ranking Summary

AGREEMENT

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

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

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

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

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County the following services related to Design Services for Old Bainbridge Road Safety Improvements in accordance with: 1) Bid# BC-00-00-18-00 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

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

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

3. <u>TIME</u>

This contract will become effective on December 1, 2018 or on the last date signed by both parties and expire June 30, 2019. The work to be performed under this contract shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Contract shall be completed one hundred eighty (180) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Contract is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default.

4. <u>CONTRACT SUM</u>

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

5. PAYMENTS

a. For the satisfactory completion of the Scope of Services, the Contractor shall be paid based upon a total estimated cost with approved Hourly Rates and Material Testing Fee Schedules. The payments will be for the actual services rendered.

The compensation shall be payable monthly based upon the proportionate amount of work completed and accepted by the County. The amounts payable with respect to services rendered during each Project activity shall not exceed the amounts set forth in Exhibit 3, unless modified by an amendment executed by the County and Contractor.

The County will hold ten percent (10%) of the contract amount until the satisfactory completion of the Scope of Services is delivered.

- b. The Consultant certifies that the wage rates and other factual unit costs supporting the contract compensation are accurate, complete, and current at the time of contracting. Furthermore, to the extent that such wage rates and other factual unit costs are found by the County to be inaccurate, incomplete, or non-current, the original price for such Agreement and any additions there to shall be adjusted to exclude any increases in the compensation paid to Contractor due to such circumstances. A determination of allowable costs in accordance with the Federal cost principles will be performed for services rendered under this Agreement.
- c. Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 218.79, Florida Statutes.
- d. The Contractor shall submit monthly progress invoices to the designated County Project Manager for review and approval. The Contractor shall also provide monthly status reports and update meetings through the design and permitting process. The 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.

- e. Prompt Payment Information Requirements
 - 1) The County Project Manager is:

Name:

Street Address: City, State, Zip

Code: Telephone:

E-mail:

2) The Contractor's Project Manager is:

Name:

Street Address:

City, State, Zip Code:

Telephone: E-mail:

3) Notices to the Contractor are to be submitted to:

Name:

Street Address:

City, State, Zip Code:

Telephone:

E-mail:

4) Payment requests are to be submitted to:

Name:

Street Address:

City, State, Zip Code:

Telephone:

E-mail:

E. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the contract.

6. 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.

7. INSURANCE

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

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X,C,U).
 - 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - 3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
 - 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 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.

B. Deductibles and Self-Insured Retentions

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

C. Other Insurance Provisions

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

- 1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

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

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

shall be subject to all of the requirements stated herein.

8. <u>PERMITS</u>

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

9. 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.

10. 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.

11. INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, and the State of Florida, Department of Transportation, including the Department's officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, it officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

12. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

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

13. 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.

14. TERMINATION OR SUSPENSION OF PROJECT

The County may, by written notice to the Contractor, suspend any or all of the Contractor's obligations under this contract until such time as the event or condition resulting in such suspension has ceased or been corrected or the County may terminate this Agreement in whole or in part at any time the interest of the County requires such termination.

- a. If the County determines that the performance of the Contractor is not satisfactory, the County shall notify the Contractor of the deficiency in writing with a requirement that the deficiency be corrected within thirty (30) days of such notice. Such notice shall provide reasonable specificity to the Contractor of the deficiency that requires correction. If the deficiency is not corrected within such period, the County may either (1) immediately terminate the Agreement as set forth in paragraph b. below, or (2) take whatever action is deemed appropriate by the County to correct the deficiency. In the event the County chooses to take action and not terminate the Agreement, the Contractor shall, upon demand, promptly reimburse the County for any and all costs and expenses incurred by the County in correcting the deficiency.
- b. If the County terminates the Agreement with cause, the County shall notify the Contractor of such

termination in writing at least thirty (30) days in advance. The notice from the County shall include instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. 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.

- c. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The notice shall include instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- d. If the Agreement is terminated before the Project is completed, the Contractor shall be paid only for the percentage of the Project satisfactorily performed for which costs can be substantiated. Such payment, however, shall not exceed the equivalent percentage of the contract price. All work in progress will become the property of the County and will be turned over promptly by the Consultant.
- e. The County reserves the right to unilaterally cancel this Agreement for refusal by the Contractor or any subcontractor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are exempt.
- f. Upon receipt of any final termination or suspension notice under this paragraph, the Contractor shall proceed promptly to carry out the actions required in such notice, which may include any or all of the following: (a) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; or (b) furnish a statement of the Project activities and contracts and other undertakings the cost of which are otherwise includable as Project costs. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and cost as approved by the County or upon the basis of terms and conditions imposed by the County upon the failure of the Contractor to furnish the schedule, plan, and estimate within a reasonable time. The closing out of the Project shall not constitute a waiver of any claim which the County may otherwise have arising out of this Agreement.

15. ERRORS & OMISSIONS BY THE CONTRACTOR

Acceptance of the work by the County or Agreement termination does not constitute County approval and will not relieve the Contractor of the responsibility for subsequent corrections of any errors and/or omissions and the clarification of any ambiguities. The Contractor shall make all necessary revisions or corrections resulting from errors and/or omissions on the part of the Contractor without additional compensation. If these errors and/or omissions are discovered during the construction of the project, they shall be corrected without additional compensation.

16. 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.

17. 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.

18. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- b. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- c. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- d. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- e. Compliance with the terms of this 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.

19. CONFLICT OF INTEREST

The Contractor hereby certifies that it will completely disclose to the County all facts bearing upon any possible conflicts, direct or indirect, with its performance which it believes that any officer, employee, or agent of the Contractor now has or will have. Said disclosure shall be made by the Contractor contemporaneously with the execution of this Agreement and at any time thereafter that such facts become known to the Contractor. The Contractor at all times shall perform its obligations under this Agreement in a manner consistent with the best interests of the County. Failure to abide by this section shall result in the immediate termination of this Agreement.

20. <u>DRUG-FREE WORKPLACE</u>

The Contractor certifies that it shall implement and meet the requirements for a drug-free workplace, as evidenced by the signed form in Exhibit B.

21. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or

relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

22. DELAY

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

23. REVISIONS

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

24. CHANGE ORDERS

The County, without invalidating this Agreement, may order Changes in the Project within the general scope of this Agreement consisting of additions, deletions or other revisions, and the construction completion date contained in the Project Schedule, being adjusted accordingly. All changes in the Project not covered by an authorized contingency shall be authorized by Change Order signed by the County before the change is implemented.

- A. Change Order Definition A Change Order is a written order to the Contractor signed by the County issued after the execution of this Agreement, authorizing a Change in the Project, the Contractor's fee, or the construction completion date contained in the Project Schedule.
- B. Minor Changes In The PROJECT The Project Manager will have authority to order minor changes in the Project or an extension of the construction completion date set forth in the Project Schedule and not inconsistent with the intent of the drawings and specifications. Such changes shall be effected by written order.

25. CONTRACTOR EVALUATION

The Consultant shall be evaluated within sixty (60) days upon completion of the project. The evaluation will provide an indication of the designer's ability to develop practical, accurate, complete and cost-effective construction plans. The Consultant shall be given the opportunity to give written comments in response to the completed evaluation.

26. <u>VENUE</u>

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

27. CONSTRUCTION

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

28. 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. Solicitation Document
- 3. Vendor Response

ATTACHMENTS

Exhibit A – Solicitation Document

Exhibit B – Bidder's Response

Exhibit C – Rate Schedule (to be negotiated)

Exhibit D – Local Area Program Federal-Aid Terms for Professional Service Contracts

The remainder of this page intentionally left blank.



LEON COUNTY, FLORIDA

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

Ву:		By:		
·	Vincent S. Long County Administrator	President or designee		
		Printed Name		
Date:		Title:		
		Date:		
ATTES	Т:			
Gwend	dolyn Marshall, Clerk of the Court & Comptroller, County, Florida			
BY:		_		
	ved as to Form: County Attorney's Office			
BY:				
	Herbert W. A. Thiele, Esquire County Attorney			



REQUEST FOR PROPOSALS

FOR

DESIGN SERVICES FOR OLD BAINBRIDGE ROAD SAFETY IMPROVEMENTS

PROPOSAL NUMBER BC-08-28-18-50

Federal Project Number: 436621-1-38-01

Federal No. (FAIN): D317-075-B Federal No. (FAIN): D317-082-B

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

Release Date: July 27, 2018

Proposal Number: BC-08-28-18-50

Opening Date: Tuesday, August 28, 2018 @ 2:00 p.m.

I. INTRODUCTION

Pursuant to the Consultant's Competitive Negotiation Act, <u>Florida Statue 287.055</u>, The Leon County (County) Purchasing Office hereby solicits Expression of Interest, Statement of Qualification, and Proposal submittals from professional consulting engineering firms (Design Firm or Contractor) who are "<u>Prequalified"</u> by the Florida Department of Transportation (FDOT) in <u>Work Type 3.1-Minor Highway Design</u> to perform design services for the Safety Improvements on Old Bainbridge Road (CR 361) <u>from SR 63 (US 27) to Gadsden County Line</u> and <u>at Knots Lane</u> which is located on Old Bainbridge Road approximately 1,000 feet south of West Tharpe Street.

II. GENERAL INSTRUCTIONS

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

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

- B. Proposal Copies: One ORIGINAL, five (5) copies and one electronic copy of the Response ("Proposal") must be furnished on or before the deadline. Responses will be retained as property of the County. The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual, all other copies may be photocopies and should be printed double-sided. The contents of the proposal of the successful Proposer will become part of the contractual obligations.
- C. <u>Schedule of Events</u>: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the 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 27, 2018	Release of the RFP
August 7, 2018 @ 10:00 a.m.	PRE-PROPOSAL MEETING (MANDATORY): Date and time the MANDATORY Pre-Proposal Meeting will be held in the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. This will be a public meeting that the public is invited to attend.
August 10, 2018 at 5:00 p.m.	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 Shelly Kelley at kelleys@leoncountyfl.gov and Geri Forslund at forslundg@leoncountyfl.gov . Respondents are requested to send the e-mail to both representatives.

Proposal Number: BC-08-28-18-50

Opening Date: Tuesday, August 28, 2018 @ 2:00 p.m.

Table 1 - Schedule of Events				
Date and Time (all eastern time)	Event			
August 28, 2018 @ 2:00 p.m.	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			
September 11, 2018	Anticipated Date for Posting of Short-List			
Week of September 20, 2018	Anticipated Date of Interviews/Presentations by Short Listed Vendors			
October 23, 2018	Anticipated Agenda Date for Board of County Commissioners Meeting			
November 23,2018	Anticipated Date for Contract Negotiations			
December 8, 2018	Anticipated Date for Finalize / Execute Agreement			
December 15, 2018	Anticipated Date for Notice to Proceed Issuance			
March 1, 2019	Anticipated Date for 30% Plans Submittals			
April 1, 2019	Anticipated Date for 60% Plans Submittals			
April 30, 2019	Anticipated Date for 90% Plans Submittals & Draft Bid Documents			
May 30, 2019	Anticipated Date for Final Design Plans & Completed Bid Documents			

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. It is requested that questions of Respondents to be discussed at the Pre-Proposal meeting be submitted in writing prior to the Pre-Proposal Meeting. Such questions shall be e-mailed to: Shelly Kelley at KelleyS@leoncountyfl.gov and Geri Forslund at ForslundG@leoncountyfl.gov. Respondents are requested to send the e-mail to both representatives.

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

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

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

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

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

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

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

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

- G. <u>Special Accommodation</u>: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- H. <u>Proposer Registration</u>: Proposers who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to

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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. <u>Proposal Deadline</u>: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.
- K. <u>Receipt and Opening of Vendor Responses</u>: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: http://www.leoncountyfl.gov/procurementconnect/.

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. <u>Timely Delivery</u>: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE.' Late proposals may be returned unopened to the vendor.
- M. <u>Preparation Costs</u>: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- N. <u>Interviews</u>: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- O. <u>Preparation and Changes</u>: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- P. <u>Reservation of Rights:</u> The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

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- Q. <u>Public Entity Crimes Statement</u>: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- R. <u>Certification Regarding Debarment, Suspension, and Other Responsibility Matters</u>: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. <u>Licenses and Registrations</u>: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

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

- T. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the County will post the addenda the Leon County website 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.
- U. <u>Unauthorized Alien(s)</u>: The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the

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response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

V. <u>Employment Eligibility Verification</u>

- 1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- 2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- 3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- 4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- 5. Compliance with the terms of this <u>Employment Eligibility Verification</u> provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.
- W. <u>Award of RFP and Protest</u>: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at:

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http://www.leoncountyfl.gov/procurementconnect/ for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

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

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

III. SCOPE OF SERVICES

A. Project Description

- Project A: The safety improvements on Old Bainbridge Road (CR 361) from SR 63 (US 27) to Gadsden County Line will include existing topography survey, line of sight verifications, piping of steep ditches at sharp curves, new signage, upgrade pavement markings, delineators and shielding of obstructions in limited circumstances. The project length is approximately 3.6 miles and outside the County's Canopy Road Protection Zone. The project design schedule is 180 calendar days.
- Project B: The intersection improvements on Old Bainbridge Road (CR 361) at Knots Lane will include existing topography survey, piping of a ditch directly adjacent to the edge of pavement, new signage, upgraded pavement markings, delineators, and resurfacing the project area with a

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friction course of asphalt. The project location is outside the County's Canopy Road Protection Zone. The project design schedule is 180 calendar days, to be completed in the same time frame for Project A.

B. Scope of Work

- Prequalification Requirement: This project will be administered by FDOT Program Management Office's Local Program Division. Design Services will be performed under a Local Agency Project (LAP) Agreement: Consultants shall be prequalified in the types of works in 3.1-Minor Highway Design - Roadway (Chap.14-75, F.A.C.) to submit proposals. Respondents will be disqualified for not meeting this prequalification requirement.
- 2. Expected Engineering Services: The successful firm/team will provide the full scope of civil engineering services to verify right-of-way or easements, develop construction plans and specifications for bidding, obtain all necessary permits, and provide post-design services during construction and close-out of the permits and grant. Specific technical activities will include:
 - a. <u>Surveying:</u> 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 for easement and right of way acquisitions, boundary surveys, and design surveys (including topography, utilities, trees, buildings, etc.).
 - b. <u>Right-of-Way Acquisition/Verification:</u> Work shall consist of expert witness services in support of roadway safety improvements, and access to structures for residential/business connections design and permitting. Services will include verification of the lots of record along the project limits in support of roadway safety improvements.
 - c. <u>Roadway Design</u>: Work shall consist of engineering services related to roadway design in accordance with FDOT and County standards. Services may include, but are not limited to; traffic study, crash analysis, maintenance of traffic plan, safety improvements, roadway geometries, roadshide drainage system, and typical countermeasures such as signage, pavement markings and shielding devices. The Contractor will need to coordinate meetings with the utilities and consolidate the proposed adjustment plans by the utilities.
 - d. Environmental Support Services & Permitting: Services may include, but are not limited to, environmental permitting, tree assessment, remedial action plans, archeological assessments, and hazardous materials related issues. Obtain all required permits from City, County, State and Federal Governments. These services shall be performed with the oversight of a Qualified Professionals registered in Florida.
 - e. <u>Field Review</u>: The Consultant shall make as many trips to the project site as required to obtain necessary data for all elements of the project.
 - f. <u>Technical/Progress Meetings</u>: The Consultant shall attend all technical meetings necessary to execute the Scope of Services of this contract. The Consultant shall prepare, and submit to the County's Project Manager for review, the meeting minutes for all meetings attended by them. Attend progress meetings with the County as necessary.
 - g. Quality Assurance Quality Control (QAQC): It is the Consultant's responsibility to independently and continually QC their plans and other deliverables. The Consultant shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the Consultant and their subconsultant(s) under this contract.

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- h. <u>Construction Bid Documents</u>: Work shall consist of developing construction plans and specifications for bidding, construction cost estimates, bid sheet preparation and constructability review.
- i. <u>Post-Design Services</u>: Work may include response to Requests For Information, construction observation, review of shop drawings and preparation of close-out documents, including certification of record drawings for the proposed improvements. All aforementioned services may be needed within three years of initial permit approval. (email FDOT question on the current Agreement.)
- 3. Governing Regulations/Technical Requirements: The services performed by the selected Design Firm shall be in compliance with all applicable Manuals and Guidelines including the FDOT, FHWA, AASHTO, Leon County, and additional requirements specified in this document. Except to the extent inconsistent with the specific provisions in this document, the current edition, including updates, of the following Manuals and Guidelines shall be used in the performance of this work. Current edition is defined as the edition in place and adopted by FDOT at the date of advertisement of this contract with the exception of the Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications, Manual on Uniform Traffic Control Devices (MUTCD), FDOT's Design Standards and Design Standards Modifications. The Design Firm shall use the edition of the Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications, Department's Design Standards and Design Standard Modifications that is in effect at the time the proposals are due in Leon County Office. The Design Firm shall use the 2009 edition of the MUTCD, including supplements. It shall be the Design Firm's responsibility to acquire and utilize the necessary manuals and guidelines that apply to the work required to complete this project. The services will include preparation of all documents necessary to complete the project as described in this document.
 - Pre-approved FDOT LAP ("Big Four") Specifications
 http://www.fdot.gov/programmanagement/Implemented/LAP/LapSpecs/Default.shtm
 - Florida Department of Transportation Roadway Plans Preparation Manuals http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm
 - Florida Department of Transportation Design Standards
 http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm
 - Florida Department of Transportation Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications http://www.fdot.gov/programmanagement/Implemented/SpecBooks/default.shtm
 - Florida Department of Transportation Surveying Procedure http://www.fdot.gov/geospatial/doc_pubs.shtm
 - Florida Department of Transportation EFB User Guide (Electronic Field Book)
 http://www.fdot.gov/geospatial/doc-pubs.shtm
 - Florida Department of Transportation Drainage Manual http://www.fdot.gov/roadway/drainage/files/drainagemanual.pdf

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- Florida Department of Transportation Soils and Foundations Handbook http://www.dot.state.fl.us/structures/Manuals/SFH.pdf
- Florida Department of Transportation Structures Manual http://www.fdot.gov/structures/StructuresManual/CurrentRelease/StructuresManual.shtm
- Florida Department of Transportation Structures Manual including Temporary Design Bulletins http://www.dot.state.fl.us/structures/StructuresManual/CurrentRelease/StructuresManual.shtm
- Florida Department of Transportation Computer Aided Design and Drafting (CADD)
 Production Criteria Handbook Roadway Standards
 http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/
- Florida Department of Transportation Production Criteria Handbook CADD Structures Standards http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/
- Florida Department of Transportation Structures Manual including Temporary Structures
 Design Bulletins
 http://www.dot.state.fl.us/structures/Memos/currentbulletins.shtm
- Instructions for Structures Related Design Standards http://www.dot.state.fl.us/structures/IDS/IDSportal.pdf
- AASHTO A Policy on Geometric Design of Highways and Streets https://bookstore.transportation.org/item_details.aspx?ID=110
- Manual on Uniform Traffic Control Devices 2009 edition http://mutcd.fhwa.dot.gov/
- Safe Mobility For Life Program Policy Statement http://www.fdot.gov/traffic/TrafficServices/PDFs/000-750-001.pdf
- Traffic Engineering and Operations Safe Mobility for Life Program http://www.fdot.gov/traffic/TrafficServices/SafetyisGolden.shtm
- American with Disabilities Act <u>https://www.dol.gov/general/topic/disability/ada</u>
- Florida Department of Transportation Florida Sampling and Testing Methods
 http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/fstm/disclaimer.shtm
- Florida Department of Transportation Pavement Coring and Evaluation Procedure
 http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/materialsmanual/documents/v1-section32-clean.pdf
- Recommended Guide for Utility Placement Tallahassee Area Utility Coordination Committee (TAUCC)

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- Florida Department of Transportation Construction Project Administration Manual http://www.dot.state.fl.us/construction/Manuals/cpam/CPAMManual.shtm
- Florida Department of Transportation Flexible Pavement Design Manual http://www.fdot.gov/roadway/pm/pcs/flexiblepavementmanual.pdf
- Florida Department of Transportation Rigid Pavement Design Manual http://www.fdot.gov/roadway/pm/pcs/rigidpavementmanual.pdf
- Florida Department of Transportation Pavement Type Section Manual http://www.fdot.gov/roadway/pm/pcs/pts-manual.pdf
- Florida Department of Transportation Right of Way Manual http://www.dot.state.fl.us/rightofway/Documents.shtm
- Federal Highway Administration Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Plans and Specifications http://www.fhwa.dot.gov/engineering/geotech/pubs/reviewguide/checklist.cfm
- Florida Department of Transportation Bicycle and Pedestrian Policies and Standards http://www.fdot.gov/roadway/bikeped/default.shtm
- Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways http://www.dot.state.fl.us/rddesign/FloridaGreenbook/FGB.shtm
- Florida Statutes <u>http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=</u> statutes&CFID=14677574&CFTOKEN=80981948
- Leon County Public Notification of Road Closing Policy 17-1 http://cms.leoncountyfl.gov/Portals/0/PolicyPdf/15-08.pdf
- 4. <u>Deliverables</u>: Plans must meet the minimum contents of a particular phase submittal prior to submission for review. The particular phase of each submittal shall be clearly indicated on the cover sheet. Component submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component under review.

The design plan shall show the two parts of this project, separately and clearly. The selected Design Firm shall provide copies of required review documents as listed below.

- a. 60% Design Plans:
 - 3 sets of 11" X 17" roadway plans including control survey (limited work)
 - 5 sets of 11" X 17" signing and pavement marking plans
 - 5 sets of 11" X 17" utility relocation (if required) and maintenance of traffic plans
 - 5 sets of documentation roadway/drainage
 - 5 set of documentation structures
 - 1 set of Traffic Study and Safety Improvements, including Crash Report Analysis

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1 set of Preliminary Construction Cost Estimate

b. 90% Design Plans:

- 5 setsof11"X17"roadway plans including control survey
- 5 sets of 11"X17" signing and pavement marking plans
- 5 sets of 11"X17" utility relocation and maintenance of traffic plans
- 5 copies of Final Geotechnical Report, if performed
- 5 sets of documentation-roadway/drainage
- 5 copy of Technical Special Provisions
- 1 set of Updated Construction Cost Estimate
- Independent Peer reviewer's comments and comment responses

c. Final Design/Permit Plans:

- 5 sets of 11" X 17" roadway plans including control survey
- 5 sets of 11" X 17" signing and pavement marking plans
- 5 sets of 11" X 17" utility relocation and maintenance of traffic plans
- All Permits if required by City, County, State and Federal Governments
- 5 sets of final documentation
- 1 set of Final Construction Cost Estimate
- 1 set of Construction Bid Sheet
- 1 signed and sealed copy of Specifications Package
- 2 sets of electronic copies of Technical Special Provisions on CD

Final signed and sealed design/permit plans will be delivered to Leon County's Project Manager for the use of construction bid solicitations.

d. Record Drawings:

The Design Firm shall furnish to Leon County, upon project completion, the following:

- 2 sets of 11" X 17" signed and sealed plans
- 4 sets of 11 "X 17" copies of the signed and sealed plans
- 3 sets of final documentation (if different from final component submittal)
- 2 (two) Final Project CD's (all electronic files, including road survey information, mention Auto CAD required...)

The Design Firm's Professional Engineer in responsible charge of the project's design shall professionally endorse (signed and sealed and certified) the record prints, the special provisions and all reference and support documents.

The Design Firm shall update the record drawings as the project is being constructed and surveyed by the contractors. The record drawings at the end of the job and signed/sealed by the EOR. The record drawings shall reflect all changes initiated by the Design Firm or FDOT or Leon County in the form of revisions. The record drawings shall be submitted to Leon County on a Final Project CD upon project completion. The construction record drawings will be submitted to FDOT for approval prior to final acceptance.

5. <u>Public Involvement</u>: Provide any necessary materials for public announcements or public participation meetings required by the FDOT and County. One Open House Meeting will be held at the 60% Design Completion stage. The Open House Meeting should last one and a half hours

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in the evening. A 15-minute presentation to share the project scope and proposed improvements is anticipated during the meeting. The Design Firm will assist Leon County staff in development of the display boards, presentation materials, web page posting materials, and public notices.

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 this 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. List outside consultants anticipated to be 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 Firm's work, including interview and presentation, shall be performed and directed by key personnel the Design Firm had identified in its Technical Proposal. Any changes in the indicated personnel shall be replaced with equivalent experience and qualifications, and subject to review and approval by Leon County's Project Manager.
- 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 <u>no more than five (5) projects</u>, nor projects which were completed more than five (5) years ago.)
 - a. Name and location of the project
 - b. The nature of the firm's responsibility on this project

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- 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 demonstrate capabilities and qualifications for this work category.
- Describe the Firm's quality control process and procedures for insuring 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
 - Contract Time: 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.
 - 2. Within ten (10) days after the Notice-To-Proceed, and prior to the Consultant beginning work, the Consultant shall provide a detailed project activity/event schedule with actual dates and Consultant scheduled activities required. The schedule shall be based upon the durations and schedule negotiated during the project staff hour negotiations process. The schedule shall be accompanied by an anticipated payout and fiscal progress curve.
- 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 June 30, 2019.
- E. Effect of Project Team Location: Leon County Local Preference Ordinance is not applicable to this project.
- F. Approach to Project: Present in concise terms the company's approach to the design and permitting of the safety improvements on Old Bainbridge Road (CR 361) from SR 63 (US 27) to Gadsden County Line and at Knots Lane which is located on Old Bainbridge Road approximately 1,000 feet south of West Tharpe Street. The project approach should utilize the existing ROW, not redesign the roadway and also include the aspects of traffic maintenance and utility adjustment.
- G. Complete and submit the following included forms: Proposal Response Cover Sheet; Insurance Certification Form; Equal Opportunity/Affirmative Action Statement; Certification Regarding

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Debarment, Suspension, And Other Responsibility Matters, Primary Covered Transactions; Affidavit Certification Immigration Laws; Truth in Negotiations; Conflict of Interest; Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts; Disclosure of Lobbying Activities

H. PROJECT COST PROPOSAL - DO NOT SUMBIT WITH INITIAL PROPOSAL.

- a. Do not submit the cost proposal with the initial proposal. The cost proposal shall be requested prior to the beginning of negotiations with the top ranked firm. Should negotiations with the top ranked firm be unsuccessful, a cost proposal shall be requested from the next highest ranking firm prior to beginning negotiations.
- Before the contract negotiation, the selected Design Firm will submit the project design cost proposal with associated hourly rates, positions and total hours to County Project Manager for review.
- c. Allowable costs will be determined in accordance with Federal cost principles, per Chapter 18.8 of FDOT's LAP Manual.
- d. No contingent fees will be allowed in this contract. Upon concluding negotiations, County Project Manager will submit a request to the District LAP Administrator for approval to execute the consultant agreement with the most qualified firm.
- e. The Design Firm will be held financially responsible to compensate any loss that is caused by the consultant's design errors or omissions.

V. SELECTION PROCESS

A. The County Administrator shall appoint an Evaluation Committee typically composed of three to five members who will review and evaluate all proposals received on time. Firms will be evaluated on the basis of the hard copy submittal of information described herein. Based on this evaluation, the committee will select one or more firm(s) 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 the Evaluation Committee will make its presentation during which the qualification information will be presented.

Each member of the Evaluation Committee is required to sign and submit the Conflict of Interest Certification Form No. 375-030-50 pursuant to FDOT's requirement.

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).

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- 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) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the staff be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm staff shall terminate negotiations. The staff shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. Evaluation Criteria & 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 ranked by members of the Evaluation Committee on the basis of the following considerations:

1. Professional Services Evaluation Criteria Matrix:

Criteria	Maximum Rating	Weight	Total Possible Score
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
Approach to the Project	5	X6	30
TOTAL			80

- Initial Ranking: The initial ranking of proposals is based upon the points given in the Weighted Scoring Sheet utilizing the Evaluation Criteria Matrix. The initial scores are only used for the short-listing selection and as a potential tie-breaker.
- 3. <u>Short-listing</u>: The best-qualified respondents shall be based upon the 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 Evaluation Committee, approves adding additional firms to the shortlist.
- 4. <u>Presentations and Interviews and Final Ranking</u>: The selected firms for interview will receive notification, including questions (<u>based off the RFP</u>) to be addressed during interview. Presentation must demonstrate the overall team approach to the project including compliance

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with the project schedule. After conducting formal presentations and interviews with the short-listed firms, the 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 top three best-qualified firms 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.

5. <u>Tiebreaker</u>: 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 the initial ranking scores are the same, the proposal with a shorter project schedule will win the tie.

VI. CONTRACT PROVISIONS

A. 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. Attachment #1, Draft Contract contains the terms and conditions of the contract resulting from this solicitation. 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 solicitation specifications.

B. TERMS FOR FEDERAL AID CONTRACTS

For this FDOT assisted contract, the Terms for Federal Aid contracts (FDOT Form 375-040-84) shall be incorporated into the final agreement. These include, but are not limited to mandatory nondiscrimination clauses required for compliance with Title VI of the Civil Rights Act of 1964 and other federal and state authorities. The prime Consultant will be responsible for including these terms in any sub-consultant contracts used for the project.

C. PAYMENT

- 1. Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 218.79, Florida Statutes.
- 2. The method payment under this Agreement will be based on a total estimated cost with approved Hourly Rates and Material Testing Fee Schedules. The payments will be for the actual services rendered.
- 3. County will hold 10% of the contract amount until the satisfactory completion of the Scope of Services is delivered.

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4. The Consultant shall submit monthly progress invoices to the designated County Project Manager for review and approval. Provide monthly status reports and update meetings through the design and permitting process.

VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation. Each Proposer is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Each Proposer must take the following affirmative steps to ensure these firms are used when possible:

- 1. Place qualified small, minority, and woman-owned business on solicitation lists;
- 2. Assure that such business are solicited when they are potential sources;
- 3. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
- 4. Establish delivery schedules, where requirements permits, which encourage such business to respond; and
- 5. Use service and assistance from such organization as SBA, Minority Business Development Agency of the Department of Commerce.

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@oevforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lraffington@oevforbusiness.org and swilks@oevforbusiness.org.

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. DISADVANTAGED BUSNIESS ENTERPRISE (DBE) BIDDER OPPORTUNITY LIST

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBE's and Non-DBE's.

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Respondent's must complete the Bidder's Opportunity List through the Equal Opportunity Compliance system within three (3) business days of submission of the bid proposal for ALL subcontractors or subconsultants who quoted to you for specific project for this letting. The web address to the Equal Opportunity Compliance system is: https://fdotwp1.dot.state.fl.us/EqualOpportunityCompliance.

County hereby notifies all firms that it will affirmative ensure that any contract entered pursuant to this advertisement and any DBE will be afforded full opportunity to submit proposals in response to this information. The contractor, sub recipient or subcontractor shall not discriminate based on race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of FDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

IX. INSURANCE

Respondent's attention is directed to the insurance requirements listed in Attachment #1, Draft Contract. 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.

X. TRAVEL EXPENSES

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

XI. ETHICAL BUSINESS PRACTICES

A. <u>Gratuities.</u> It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of 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.

Proposal Number: BC-08-28-18-50

Opening Date: Tuesday, August 28, 2018 @ 2:00 p.m.

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

ATTACHMENTS

- #1 Draft Contract
- #2 Proposal Response Cover Sheet
- #3 Local Agency Program Federal Aid Terms for Professional Services Contracts
- #4 FDOT Form #275-030-11 DBE Bid Package Information
- #5 Public Entity Crimes Statement, 287.133(3)(A), Florida Statues
- #6 FDOT Form #375-030-30 Truth in Negotiation Certification
- #7 FDOT Form #375-030-50 Conflict of Interest/Confidentiality Certification
- #8 FDOT Form #375-030-32 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts
- #9 FDOT Form #375-030-91 Vendor Eligibility Check Prior to Contract Award
- #10 FDOT Form #375-030-33 Certification for Disclosure of Lobbying Activities on Federal Aid Contracts
- #11 FDOT Form #375-030-34 Disclosure of Lobbying Activities
- #12 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT
- #13 INSURANCE CERTIFICATION FORM
- #14 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS
- #15 AFFIDAVIT CERTIFICATION IMMIGRATION LAWS
- #16 NON-COLLUSION AFFIDAVIT
- #17 FDOT Form #375-040-18 Drug Free Workplace Program Certification

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AGREEMENT

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

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

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

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

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County the following services related to Design Services for Old Bainbridge Road Safety Improvements in accordance with: 1) Bid# BC-00-00-18-00 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

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

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

3. <u>TIME</u>

This contract will become effective on December 1, 2018 or on the last date signed by both parties and expire June 30, 2019. The work to be performed under this contract shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Contract shall be completed one hundred eighty (180) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Contract is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default.

4. <u>CONTRACT SUM</u>

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

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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.

5. PAYMENTS

a. For the satisfactory completion of the Scope of Services, the Contractor shall be paid based upon a total estimated cost with approved Hourly Rates and Material Testing Fee Schedules. The payments will be for the actual services rendered.

The compensation shall be payable monthly based upon the proportionate amount of work completed and accepted by the County. The amounts payable with respect to services rendered during each Project activity shall not exceed the amounts set forth in Exhibit 3, unless modified by an amendment executed by the County and Contractor.

The County will hold ten percent (10%) of the contract amount until the satisfactory completion of the Scope of Services is delivered.

- b. The Consultant certifies that the wage rates and other factual unit costs supporting the contract compensation are accurate, complete, and current at the time of contracting. Furthermore, to the extent that such wage rates and other factual unit costs are found by the County to be inaccurate, incomplete, or non-current, the original price for such Agreement and any additions there to shall be adjusted to exclude any increases in the compensation paid to Contractor due to such circumstances. A determination of allowable costs in accordance with the Federal cost principles will be performed for services rendered under this Agreement.
- c. Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 218.79, Florida Statutes.
- d. The Contractor shall submit monthly progress invoices to the designated County Project Manager for review and approval. The Contractor shall also provide monthly status reports and update meetings through the design and permitting process. The 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.

- e. Prompt Payment Information Requirements
 - 1) The County Project Manager is:

Name:

Street Address:

City, State, Zip

Code: Telephone:

E-mail:

2) The Contractor's Project Manager is:

Name:

Street Address:

City, State, Zip Code:

Telephone
E-mail:

3) Notices to the Contractor are to be submitted to:

Name:

Street Address:

City, State, Zip Code:

Telephone:

E-mail:

4) Payment requests are to be submitted to:

Name:

Street Address:

City, State, Zip Code:

Telephone:

E-mail:

E. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the contract.

6. 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.

7. INSURANCE

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

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X,C,U).
 - 2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - 3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
 - 4. Professional Liability Insurance, including errors and omissions: for all services provided under the

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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.

Deductibles and Self-Insured Retentions B.

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.

Other Insurance Provisions C.

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).
 - The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

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

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

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furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

8. PERMITS

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

9. 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.

10. 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.

11. INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officials, officers and employees, and the State of Florida, Department of Transportation, including the Department's officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or required the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractors responsibility to indemnify and defend the County, it officials, officers and employees is limited to the Contractors proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

12. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

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

13. 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.

14. TERMINATION OR SUSPENSION OF PROJECT

The County may, by written notice to the Contractor, suspend any or all of the Contractor's obligations under this contract until such time as the event or condition resulting in such suspension has ceased or been corrected or the County may terminate this Agreement in whole or in part at any time the interest of the County requires such termination.

a. If the County determines that the performance of the Contractor is not satisfactory, the County shall notify the Contractor of the deficiency in writing with a requirement that the deficiency be corrected within thirty (30) days of such notice. Such notice shall provide reasonable specificity to the Contractor of the deficiency that requires correction. If the deficiency is not corrected within such period, the County may either (1) immediately terminate the Agreement as set forth in paragraph b. below, or (2) take whatever action is deemed appropriate by the County to correct the deficiency. In the event the County chooses to take action and not terminate the Agreement, the Contractor shall, upon demand, promptly reimburse the County for any and all costs and expenses incurred by the County in correcting the deficiency.

- b. If the County terminates the Agreement with cause, the County shall notify the Contractor of such termination in writing at least thirty (30) days in advance. The notice from the County shall include instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. 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.
- c. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The notice shall include instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- d. If the Agreement is terminated before the Project is completed, the Contractor shall be paid only for the percentage of the Project satisfactorily performed for which costs can be substantiated. Such payment, however, shall not exceed the equivalent percentage of the contract price. All work in progress will become the property of the County and will be turned over promptly by the Consultant.
- e. The County reserves the right to unilaterally cancel this Agreement for refusal by the Contractor or any subcontractor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are exempt.
- f. Upon receipt of any final termination or suspension notice under this paragraph, the Contractor shall proceed promptly to carry out the actions required in such notice, which may include any or all of the following: (a) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; or (b) furnish a statement of the Project activities and contracts and other undertakings the cost of which are otherwise includable as Project costs. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and cost as approved by the County or upon the basis of terms and conditions imposed by the County upon the failure of the Contractor to furnish the schedule, plan, and estimate within a reasonable time. The closing out of the Project shall not constitute a waiver of any claim which the County may otherwise have arising out of this Agreement.

15. ERRORS & OMISSIONS BY THE CONTRACTOR

Acceptance of the work by the County or Agreement termination does not constitute County approval and will not relieve the Contractor of the responsibility for subsequent corrections of any errors and/or omissions and the clarification of any ambiguities. The Contractor shall make all necessary revisions or corrections resulting from errors and/or omissions on the part of the Contractor without additional compensation. If these errors and/or omissions are discovered during the construction of the project, they shall be corrected without additional compensation.

16. 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.

17. 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.

18. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- b. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- c. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- d. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- e. Compliance with the terms of this 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.

19. CONFLICT OF INTEREST

The Contractor hereby certifies that it will completely disclose to the County all facts bearing upon any possible conflicts, direct or indirect, with its performance which it believes that any officer, employee, or agent of the Contractor now has or will have. Said disclosure shall be made by the Contractor contemporaneously with the execution of this Agreement and at any time thereafter that such facts become known to the Contractor. The Contractor at all times shall perform its obligations under this Agreement in a manner consistent with the best interests of the County. Failure to abide by this section shall result in the immediate termination of this Agreement.

20. DRUG-FREE WORKPLACE

The Contractor certifies that it shall implement and meet the requirements for a drug-free workplace, as evidenced by the signed form in Exhibit B.

21. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement

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

22. DELAY

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

23. REVISIONS

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

24. CHANGE ORDERS

The County, without invalidating this Agreement, may order Changes in the Project within the general scope of this Agreement consisting of additions, deletions or other revisions, and the construction completion date contained in the Project Schedule, being adjusted accordingly. All changes in the Project not covered by an authorized contingency shall be authorized by Change Order signed by the County before the change is implemented.

- A. Change Order Definition A Change Order is a written order to the Contractor signed by the County issued after the execution of this Agreement, authorizing a Change in the Project, the Contractor's fee, or the construction completion date contained in the Project Schedule.
- B. Minor Changes In The PROJECT The Project Manager will have authority to order minor changes in the Project or an extension of the construction completion date set forth in the Project Schedule and not inconsistent with the intent of the drawings and specifications. Such changes shall be effected by written order.

25. CONTRACTOR EVALUATION

The Consultant shall be evaluated within sixty (60) days upon completion of the project. The evaluation will provide an indication of the designer's ability to develop practical, accurate, complete and cost-effective construction plans. The Consultant shall be given the opportunity to give written comments in response to the completed evaluation.

26. <u>VENUE</u>

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

27. CONSTRUCTION

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

28. 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. Solicitation Document
- 3. Vendor Response

ATTACHMENTS

Exhibit A – Solicitation Document

Exhibit B - Bidder's Response

Exhibit C – Rate Schedule

Exhibit D – Local Area Program Federal-Aid Terms for Professional Service Contracts

The remainder of this page intentionally left blank.

LEON COUNTY, FLORIDA

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

Ву:		Ву:	
·	Vincent S. Long County Administrator	President or designee	
		Printed Name	
Date:			
		Date:	
	: olyn Marshall, Clerk of the Court & Comptroller, ounty, Florida		
BY:			
	ved as to Form: ounty Attorney's Office		
BY:			
	Herbert W. A. Thiele, Esquire County Attorney		

RFP Title: Request for Proposals for Design Services for Old Bainbridge Road Safety Enhancements Proposal Number: BC-07-26-18-50

Opening Date:

ATTACHMENT #2 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)
ВҮ	(Authorized Representative)
	(Printed or Typed Name)
ADDRESS _	
CITY STATE 7IP	
TELEPHONE _	
ADDENDA ACKNOWLEDGMEN	ITS: (IF APPLICABLE)
Addendum #1 dated	Initials
Addendum #2 dated	
Addendum #3 dated	Initials

Attachment #1 Attachment #3

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

375-040-84
PROGRAM MANAGEMENT
12/17
Page 1 of 3

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement not withstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

Attachment #1 Attachment #3

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

375-040-84 PROGRAM MANAGEMENT 12/17 Page 2 of 3

issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seg., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not): Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.
 - 1. The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.
- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

Attachment #1 Attachment #3

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

375-040-84 PROGRAM MANAGEMENT 12/17 Page 3 of 3

- 1. employ or retain, or agree to employ or retain, any firm or person, or
- 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

- R. The Consultant hereby certifies that it has not:
 - employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
 - 2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
 - 3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

DBE BID PACKAGE INFORMATION

Attachment #1
Attachment #4
275-030-11
EQUAL OPPORTUNITY OFFICE

DBE Utilization

The Department began its DBE race neutral program January 1, 2000. **Contract specific goals are not placed on Federal/State contracts;** however, the Department has an overall 10.65% DBE goal it must achieve. In order to assist contractors in determining their DBE commitment level, the Department has reviewed the estimates for this letting.

As you prepare your bid, please monitor potential or anticipated DBE utilization for contracts. When the low bidder executes the contract with the Department, information will be requested of the contractor's DBE participation for the project. While the utilization is not mandatory in order to be awarded the project, continuing utilization of DBE firms on contracts supports the success of Florida's DBE Program, and supports contractors' Equal Employment Opportunity and DBE Affirmative Action Programs.

Any project listed as 0% DBE availability does not mean that a DBE may not be used on that project. A 0% DBE availability may have been established due to any of the following reasons: limited identified subcontracting opportunities, minimal contract days, and/or small contract dollar amount. Contractors are encouraged to identify any opportunities to subcontract to DBE's.

Please contact the Equal Opportunity Office at (850) 414-4747 if you have any questions regarding this information. Forms may be downloaded at: www.dot.state.fl.us/proceduraldocuments/.

DBE Reporting

If you are the prime contractor on a project, enter your DBE participation in the Equal Opportunity Compliance system prior to the pre-construction or pre-work conference for all federal and state funded projects. This **will not** become a mandatory part of the contract. It will assist the Department in tracking and reporting planned or estimated DBE utilization. <u>During</u> the <u>contract</u>, the prime contractor is required to report actual payments to DBE and MBE subcontractors through the web-based Equal Opportunity Compliance (EOC) system.

All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact EOOHelp@dot.state.fl.us.

Bid Opportunity List

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both **DBE's and non-DBEs.**

Please complete the Bidders Opportunity List through the Equal Opportunity Compliance system within 3 business days of submission of the bid or proposal for ALL subcontractors or sub-consultants who quoted to you for specific project for this letting. The web address to the Equal Opportunity Compliance system is:

https://www3.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/LogIn?ReturnUrl=%2fEqualOpportunityCompliance%2f .

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

DBE BID PACKAGE INFORMATION

Attachment #1 Attachment #4 275-030-11 EQUAL OPPORTUNITY OFFICE

DBE/AA Plans

Contractors bidding on FDOT contracts are to have an approved DBE Affirmative Action Plan (FDOT Form 275-030-11B) on file with the FDOT Equal Opportunity Office before execution of a contract. DBE/AA Plans must be received with the contractors bid or received by the Equal Opportunity Office prior to the award of the contract.

Plans are approved by the Equal Opportunity Office in accordance with Ch. 14-78, Florida Administrative Code. Plans that do not meet these mandatory requirements may not be approved. Approvals are for a (3) three year period and should be updated at anytime there is a change in the company's DBE Liaison Officer and/or President. Contractors may evidence adoption of the DBE/AA Policy and Plan and/or a change in the designated DBE Liaison officer as follows:

- Print the first page of the document on company stationery ("letterhead") that indicates the company's name, mailing address, phone number, etc.
- Print the company's name in the "___" space; next to "Date" print the month/day/year the policy is being signed; record the signature of the company's Chief Executive Officer, President or Chairperson in the space next to "by" and print the full first and last name and position title of the official signing the policy.
- Print the DBE Liaison's full name, email address, business mailing address and phone number the bottom of email.

E-mail the completed and signed DBE AA Plan to: eeoforms@dot.state.fl.us.

The Department will review the policy, update department records and issue a notification of approval or disapproval; a copy of the submitted plan will not be returned to the contractor.

SWORN STATEMENT UNDER SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1.	This sworn statement is submitted for
2.	This sworn statement is submitted by
	Whose business address is:
	and (if applicable) its Federal Employer Identification Number (FEIN) is
	(If entity has no FEIN, include the Social Security Number of the individual signing this sworn
	statement:
3.	My name is and my relationship to the entity named
	above is

- 4. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- 5. I understand that "convicted" or "conviction" as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- 6. I understand that an "affiliate" as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- 7. I understand that a "person" as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

		that statement which I have marked below is true in relation to statement. [Please indicate which statement applies.]
	directors, executives, partn active in the management of	ng this sworn statement, nor one or more of the officers, ers, shareholders, employees, members, or agents who are of the entity, nor any affiliate of the entity, has been charged entity crime subsequent to July 1, 1989.
	of Florida, Division of Adn	concerning the conviction before a hearing officer of the State ninistrative Hearings. The final order entered by the hearing son or affiliate on the convicted vendor list. [Please attach a
	proceeding before a hearing Hearings. The final order en	laced on the convicted vendor list. There has been a subsequent g officer of the State of Florida, Division of Administrative tered by the hearing officer determined that it was in the public n or affiliate from the convicted vendor list. [Please attach a
		not been placed on the convicted vendor list. [Please describe ag with the Department of General Services.]
Date	te:	Signature:
STA	ATE OF:	
CO	OUNTY OF:	
		ORE ME, the undersigned authority, fixed his/her signature in the space provided above on this, in the year
My	commission expires:	
		Notary Public
		Print, Type, or Stamp of Notary Public
Pers	rsonally known to me, or Produced	d Identification:
		Type of ID

Exhibit A - Solitation Document

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Attachment #1 Attachment #6 375-030-30 PROCUREMENT

TRUTH IN NEGOTIATION CERTIFICATION

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

	Name of Consultant	
3v:		
Jy		Date
		Date

Exhibit A - Solitation Document

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

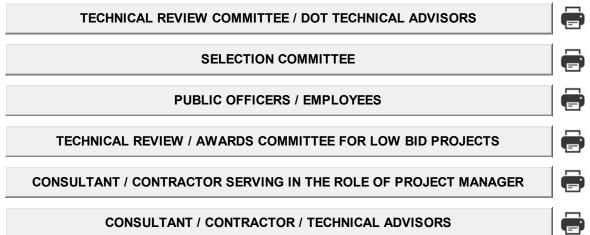
Attachment #1 Page 5200 fektent occ - 03/17 Attachment #7

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION

Information entered on this page will carry over to subsequent pages.

When completed: Print this document to PDF by choosing File, Save as, and selection PDF as the file type (excluding page 1 from printing) or Print only the pages from the sections you need for signature using the printer icon buttons.

Advertisement No./ Solicitation No	Description		Financial Project Number(s)
	-		_
		<u>VERSIONS</u>	



CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS

Attachment #1 50 Page 5400 first Mt NT OGC - 03/17

Attachment #7

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
Each ເ	undersigned individual agrees to the terms of this Conflict of	·
	Technical Review Committee Men	nbers:
Printed Names	Signatures	Date
	Page 409 of 1028	Posted December 3, 2018

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS

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Additional Page

Advertisement No./ Solicitation No	Description		Financial Project Number(s)
	Te	chnical Review Committee Members: (Continued)	
Printed Names		Signatures	Date
Printed Names		DOT Technical Advisors: Signatures	Date

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION SELECTION COMMITTEE

Attachment #1
Page 5600 fire 7/5-030-50
OGC - 3/17

Attachment #7

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, and Section 838.22, Florida Statutes, and could result in disciplinary action by the Department..

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
Each u	undersigned individual agrees to the term	as of this Conflict of Interest/Confidentiality Certification.
Date:	Selection C	ommittee Members:
Printed Names		Signatures

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION SELECTION COMMITTEE

Attachment #1
Page 57001/20150
OGC - 3/17

Attachment #7

Additional Page

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
Each t		of this Conflict of Interest/Confidentiality Certification.
	Selection Com	mittee Members:
Printed Names		Signatures
		-
		-
		<u>-</u>
	<u> </u>	

Exhibit A - Solitation Document

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION PUBLIC OFFICERS/EMPLOYEES

Attachment#1-50 Page 5800 fire 712NT

Attachment #7

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, public officers or employees of an agency may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that State of Florida public officers or employees of an agency are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the public officer or agency employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

State of Florida public officers or employees of an agency are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Public officers or employees of an agency should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
Each t	undersigned individual agrees to the terms of this C (continued on next	
Printed Names	Signatures	Date
		

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION PUBLIC OFFICERS/EMPLOYEES

Attachment #1 1-50
Page 500 fire Ment OGC - 03/17
Attachment #7

Additional Page

Advertisement No./ Solicitation No	Description		Financial Project Numbe	r(s)
Each	undersigned individual agr	ees to the terms of this Conflict of I	nterest/Confidentiality Certification	
Printed Names		Signatures	Date	

Exhibit A - Solitation Document

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION TECHNICAL REVIEW/AWARDS COMMITTEE LOW BID PROJECTS

Attachment #1-50
Page 600 fire Ment
OGC - 03/17

Attachment #7

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

	tioned statutes would be punishable in acco ould result in disciplinary action by the Depa	ordance with Section 112.317, Section 334.193, or artment.
Letting Date:		
Contract Number(s):		
Each undersigned ind	Technical Review/Awards Committee Nividual agrees to the terms of this Conflict o	
Printed Names	Signatures	Date

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION TECHNICAL REVIEW/AWARDS COMMITTEE LOW BID PROJECTS Additional Page

Contract Number(s): _____

Attachment #1 1-50
Page 6400 fire Ment OGC - 03/17
Attachment #7

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification				
rinted Names	Signatures	Date		

Exhibit A - Solitation Document

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT

Attachment #1 Page 6200 fixe Mint OGC - 03/17 Attachment #7

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

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I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22. Florida Statutes.

Advertisement No./ Solicitation No	Description		Financial Project Number(s)
Each	undersigned individual agr	ees to the terms of this Conflict of	Interest/Confidentiality Certification.
Printed Names		Signatures	Date
	_		

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT

Attachment #150 Page 6200 fire Ment OGC - 03/17 Attachment #7

Additional Page

Advertisement No./ Solicitation No	Description		Financial Project Number(s)
Printed Names		Signatures	Date

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS

Attachment #7

Attachment #7

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

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I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes..

Advertisement No./ Solicitation No	Description		Finai	nciai Project Number(s)
Each u	undersigned individual agr	ees to the terms of this Conflict o	f Interest/Confidentiality C	Pertification.
Printed Names		Signatures	Date	

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS

Attachment #1 50 Page 6500 fix MENT OGC - 03/17

Attachment #7

Additional Page

Advertisement No./ Solicitation No	Description		Fi	nancial Project Number(s)
Each u	undersigned individual agro	ees to the terms of this Conflict	of Interest/Confidentialit	y Certification.
Printed Names		Signatures	D:	ate

Exhibit A - Solitation Document

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Attachment #1
Attachment #8
375-030-32
PROCUREMENT

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSIONLOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS

(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Ву:	
Date:	
Title:	

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Exhibit A - Solitation Document

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Attachment #1 Attachment #9 375-030-91 PROCUREMENT 10/16

Vendor Eligibility Check Prior to Contract Award

Project Description(s):	
Financial Project Number(s):	
In accordance with State law:	
Section 287.133(2)(b), Florida Statutes, provides thave been excluded from participating in the publes.	hat public entities may not contract with firms that ic contracting process.
business in excess of the threshold amount provid person or affiliate on the convicted vendor list for or affiliate was placed on the convicted vendor list from the list pursuant to Section 287.133(3)(f), F.S person at the time of the commission of a public et the convicted vendor list may not accept any bid, transact any business with any other person who is	6. A public entity that was transacting business with a entity crime resulting in that person being placed on
Excluded Parties List System in the System for Awaguidelines at 2 CFR 180 that implement Executive 12689 (3 CFR Part 1989 Comp., p. 235), "Debarme contracting agency shall verify suspension and deband subconsultants prior to entering into an agree and 2 CFR part 180, when the identities of such su subject agreement or contract. The Excluded Parties	ies List System in SAM contains the names of parties gencies, as well as parties declared ineligible under
The Convicted Vendor List/ Suspended Vendor List Parties List/ Vendor Complaint Lists are available a site:	t / Discriminatory Vendor List / Federal Excluded at the following Department of Management Services
http://www.dms.myflorida.com/business_operati_ suspended_discriminatory_complaints_vendor_l	ions/state_purchasing/vendor_information/convicted
I have checked the aforementioned lists to verify t for contract award/execution:	that the vendor (and all subs where known) is eligible
	Procurement Office or Contracting Awarding Office:
	Printed Name
	Signature

Date:

375-030-33 PROCUREMENT 10/01

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS (Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant.		
Ву:	Date:	Authorized Signature
Title:		

Niama of Canacillanti

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Attachment #1 Attachment #1 375-030-34 PROCUREMENT 02/16

DISCLOSURE OF LOBBYING ACTIVITIES

Is this form applicable to your firm?
YES NO I
If *no*, then please complete section 4 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee	2. Status of Federa a. bid/offer/appl b. initial award c. post-award			
f. loan insurance 4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known:			(mm/dd/yyyy)	bawardee, Enter Name and
Congressional District, <i>if known</i> : 4c 6. Federal Department/Agency :		Congressional Dis	strict, <i>if known</i> : am Name/Descript	ion:
8. Federal Action Number, if know	/n:	9. Award Amoun	·	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):		b. Individuals Pe different from No (last name, first	o. 10a)	(including address if
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Print Name:		e (mm/dd/yyyy):
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
- 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

ATTACHMENT #12 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:			

ATTACHMENT # 13 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 with a rating of no less	be used for all required insurance (except Workers' Compensation) listed by Best than A:VII?
	☐ YES ☐	NO
	Commercial General Liability:	Indicate Best Rating: 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 us A:VII?	ed for Workers' Compensation insurance listed by Best with a rating of no less thar
	☐ YES ☐	NO
	Indicate Best Rating: Indicate Best Financial	Classification:
	If answer is NO, provid	e name and address of insurer:
2.	Is the Respondent abloagreement?	e to obtain insurance in the following limits (next page) as required for the services
	☐ YES ☐	NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

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

Required Policy Endorsements and Documentation

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

Deductibles and Self-Insured Retentions

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

Endorsements to insurance policies will be provided as follows:

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

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

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

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

Claims will be directed to	(person/agency) at (address/fax/e-,mail) for investigation and appropriate handling.
Please mark the appropriate box:	
Coverage is in place Coverage will be placed	I, without exception \square
The undersigned declares under penalty of perj	ury that all of the above insurer information is true and correct.
Name Typed or Printed	Signature
Date	Title(Company Risk Manager or Manager with Risk Authority)

ATTACHMENT # 14 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature		
Title		
Contractor/Firm		

ATTACHMENT #15 AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

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

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

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

Company Name:	
Signature:	Title:
STATE OF	
Sworn to and subscribed before me this da	ay 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.

ATTACHMENT # 16 NON-COLLUSION AFFIDAVIT

l,	of	the city of	according to
law on my	oath, and under penalty of pe	erjury, depose and say that:	
1.	l am		
	of the firm of		
	in response to the Reque	st for Proposals for:	
	sign Services for Old Bainbridg :he said proposal with full autl	ge Road Safety Enhancements for Leon hority to do so.	County, and that I
qualification made or v submit, or	ation or agreement for the pons or responses of any other will be made by the respond not to submit, a response for	peen arrived at independently without ourpose of restricting competition, as to r responder or with any competitor; and er to induce any other person, partners the purpose of restricting competition	to any matter relating to nd, no attempt has been ership or corporation to
_		ed in this affidavit are true and corr oon the truth of the statements cont	
(Sig	gnature of Responder)	(Date)	
STATE OF I COUNTY O	FLORIDA DF		
first being		ME, the undersigned authority,vidual signing) affixed his/her signature20	
		NOTARY PUBLIC	
		My Commission Expires:	

Exhibit A - Solitation Document ATTACHMENT #17

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Attachment #1 Page 77 of 171

> 375-040-18 PROCUREMENT 03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or

replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drugfree workplace program, a business shall:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 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.
- Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the 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 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- 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 by, any employee who is so convicted.
 - (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?
☐ YES
□NO
NAME OF BUSINESS:



Leon County

Board of County Commissioners

(850) 606-5302 www.leoncountyfl.gov

301 South Monroe Street, Tallahassee, Florida 32301

Page 78 of 171 **Purchasing Division** 1800-3 Blairstone Road Tallahassee, Florida 32308 (850) 606-1600

Attachment #1

Commissioners

NICK MADDOX At-Large Chairman

JIMBO JACKSON District 2 Vice Chairman

BILL PROCTOR District 1

JOHN DAILEY District 3

BRYAN DESLOGE District 4

KRISTIN DOZIER District 5

MARY ANN LINDLEY At-Large

VINCENT S. LONG County Administrator

HERBERT W.A. THIELE County Attorney

August 9, 2018

RE:

RFP Title: Design Services for Old Bainbridge Road Safety Enhancements

RFP No: BC-08-28-18-50

Opening Date: August 28, 2018 at 2:00 PM

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project. The following shall be added to the bid specifications:

- Section II., C. Schedule of Events, is hereby revised to change the deadline for 1. Questions/Inquiries to Tuesday, August 14, 2018 at 5:00 p.m. All other scheduled dates remain the same as in the original solicitation.
- 2. Pursuant to vendor requests at the pre-proposal meeting, the following attachments are hereby added to the solicitation.
 - a. Attachment 18 Safe Study from US –27 to County Line (Redacted)
 - Attachment 19 Safe Study for Old Bainbridge Road at Knots Lane (Redacted)

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,

Shelly W. Kelley, PMP **Purchasing Director**

SAFE STUDY

OLD BAINBRIDGE ROAD FROM US-27 TO COUNTY LINE

For

FDOT District 3

1074 Highway 90 Chipley, FL 32428

2014 HSIP Safety Candidate Projects Application

Prepared by

Leon County Public Works

April 29, 2014

STATEMENT OF CERTIFICATION:

This statement is to certify that this safety study is prepared by me and/or with assistance of the project representative under my direct supervision. All documents are assembled together per FDOT guidelines of Highway Safety Improvement Program (HSIP). This study shall not be used for any other purpose without permission of the undersigned engineer.

Shinming George Su, P.E.

Date:

Florida Registration No. 47120

(sealed)

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Executive Summary

With numerous traffic crashes record, Old Bainbridge Road from US Hwy 27 (US-27) to Gadsden County Line (County Line) is selected by Leon County Public Works Department as a Highway Safety Improvement Program (HSIP) candidate project to apply for FDOT's funds to improve the roadway safety and reduce traffic fatalities as well as serious injuries. To apply for the FDOT funds, this HSIP application was also signed by the Community Traffic Safety Team (CTST) and Metropolitan Planning Organization (MPO).

Old Bainbridge Road, between US-27 and County NW, is a two-lane two-way paved County collector road for approximately 3.6-mile long and the whole section is outside the Canopy Road Protection Zone. The adjacent land use is primarily residential use. See Figure 1-Project Location Map for reference.

The currently posted speed limit is 45 MPH for this segment of Old Bainbridge Road and the Average Annual Daily Traffic (AADT) volume is approximately 4,132 vehicles per day (south of Orchard Pond Road in 2012). This segment of roadway has no sidewalks, median, bike lanes and street lighting. There is no traffic signal either.

A qualitative assessment was conducted on April 11, 2014 to observe the existing roadway conditions in the field and develop potential corrective measures. Crash analysis data was conducted through the compilation of 5 years of crash reports from 2008 to 2012. There were a total of 68 crashes during the five-year study period, which includes 4 fatalities (3 motorcycles impaired) and 4 serious injuries. 32 (47%) of the 68 crashes were coded as Lane Departure and 9 (7%) were coded as Intersection or Intersection and Lane Departure.

Location Map

The proposed project is Old Bainbridge Road, between US-27 and County Line, which is a two-lane two-way paved County collector road for approximately 3.6-mile long. The posted speed limit is 45 MPH. See Figure 1 for the proposed project limits and vicinity area. The right-of-way (ROW) varies and is approximately 60 feet wide, cleared for constructing the roadways, shoulders and roadside ditches.

The roadway pavement markings are 6-in double yellow centerlines and 6-in white stripe edge lines. The asphalt condition appears to be "fair" without large cracks. Zonings of the adjacent

lands are mainly residential related.

OLD BAINBRIDGE RD. from US-27 to COUNTY LINE

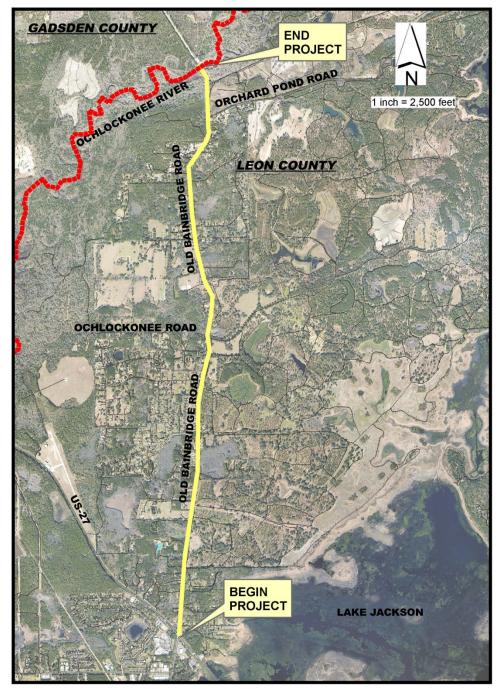


Figure 1. Project Location Map

Qualitative Assessment, Summary from Road Safety Audit

On April 11, 2014 Leon County Public Works staff, accompanied by Cardno TBE engineer, conducted a qualitative field review to assess the potential deficiencies in the geometric configuration and operational characteristics of this section of Old Bainbridge Road. The posted speed limit is 45 MPH for this segment of Old Bainbridge Road. The Average Annual Daily Traffic (AADT) volume is approximately 4,132 vehicles per day (south of Orchard Pond Road in 2012). This roadway corridor has no traffic signal or street lights.

Due the ROW constraints, this two-lane two-way undivided road has almost no shoulder and closely attached with roadside ditch. There are three (3) major curves observed in this 3.6-mile segment of undivided road. Figure 2 shows the existing curve located close to 7985 Old Bainbridge road. One "curve" sign with 35 MHP advisory speed limit and two chevron signs

were observed south of Orchard Pond Rod. Hidden side streets were observed at several places, such as Ochlockonee Road.

During the qualitative field review, site conditions along this roadway include limited or no advanced warning signage for curves, limited grass shoulder or no shoulder (paved or grass) and steep embankments adjacent to the edge of pavement. The cause(s) of the

predominant crash type (Lane Departure) appear to include inadequate shoulder and recovery areas as well as excessive speeds



Figure 2. Existing curve north of 7985 Old Bainbridge Road (looking north)

through curves, causing loss of control. Many of the crashes appear to occur at or near the horizontal curves along this segment.

Crash Analysis

Crash reports were obtained through FDOT District 3 Office for the most recent five-year period, starting from January 1, 2008 to December 31, 2012. The focus of crash analysis is to quantify the crash history and associate with any particular crash pattern, and then estimate the future crash reduction could be achieved by the proposed counter measures to mitigate the existing roadway deficiencies.

During the study period, a total of 68 crashes occurred along this segment. 32 of those crashes (47%) were coded as "Lane Departure" with only 8 crashes (7%) coded as "Intersection" type.

There were 4 fatal crashes and 4 serious injury crashes along this segment within the study period, with 3 of those fatalities being single vehicle motorcycle-related (Vulnerable Road User) coded with both Aggressive Driving and Impaired Driving. See worksheets included in for more details.

Concept Plan

The goal is to address Lane Departure type crashes along this segment of Old Bainbridge Road, while considering the tree protection limitations. The existing roadway has two 11' lanes with limited or no shoulders. The existing advanced warning and advisory signage for the horizontal curves along this route do not appear to conform to existing standards for placement or retro-reflectivity. The selected countermeasures include piping of steep ditches directly adjacent to edge of pavement, new signage, upgraded pavement markings, delineators, and shielding of obstructions in limited circumstances. The following is a summary of proposed improvements to reduce future vehicle crashes:

- Add/replace reduced speed ahead signs entering the County (est. 1),
- Add curve ahead signs, advisory speed signs (if warranted) and chevron plaques at all curves (3 curves),
- Add delineators at drop offs and other locations (est. 16),
- Possible additional speed limit signs or radar feedback signs (Figure 3) at appropriate locations (est. 2),
- Remove deep ditches at curves and where no shoulder exists by piping (1,500 LF of 18" RCP total estimated length),
- Provide 2' paved inside shoulder at curves, (1,000 LF est.),
- Provide audible edge line and centerline markings (Figure 4) (est. 1,000 LF),
- Possible guardrail to shield for obstructions, if clearance and crash history (estimate up to 1,000 LF).



Figure 3. Sample of Radar Feedback Signs

CENTERLINE AUDIBLE ROADWAY DELINEATORS in EXISTING PAVEMENTS

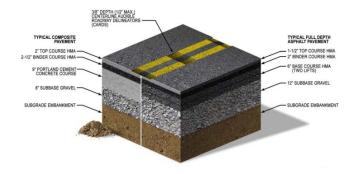


Figure 4. Typical Audible Centerline Markings

Cost Estimate, Benefit Cost Analysis and Net Present Value

The preliminary cost estimate for the proposed improvements is \$ and detail worksheets are provided in With the cost estimate, a Benefit to Cost (B/C) analysis and Net Present Value (NPV) calculation was performed per the above proposed improvements. A combined crash reduction factor (CRF) of 0.94 is estimated in the B/C analysis by installing a combination of chevron signs, curve warning signs and/or sequential flashing beacons and flattening steep road shoulder with pipes to enclose adjacent roadside ditches. A B/C ratio of 25.49 is anticipated to be achieved, and the Net Present Value is estimated to be

The analysis worksheet is provided in

Planned Improvements

Leon County Public Works Department has no plans to resurface this section of Bainbridge Road, from US-27 to County Line, in the next five years. Therefore, no conflict is anticipated with the proposed safety improvements.

Appendices

SAFE STUDY OLD BAINBRIDGE ROAD AT KNOTS LANE

For

FDOT District 3

1074 Highway 90 Chipley, FL 32428

2015 HSIP Safety Candidate Projects Application

Prepared by

Leon County Public Works

April 29, 2015

STATEMENT OF CERTIFICATION:

This statement is to certify that this safety study is prepared by me and/or with assistance of the project representative under my direct supervision. All documents are assembled together per FDOT guidelines of Highway Safety Improvement Program (HSIP). This study shall not be used for any other purpose without permission of the undersigned engineer.

Felton Ard, P.E.

Date:

Florida Registration No. <u>51860</u>

(sealed)

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Appendices

Executive Summary

With twenty one traffic crashes on record, Old Bainbridge Road at Knots Lane is selected by Leon County Public Works Department as a Highway Safety Improvement Program (HSIP) candidate project to apply for FDOT's funds to improve the roadway safety and reduce crashes as well as injuries. To apply for the FDOT funds, this HSIP application was also signed by the Community Traffic Safety Team (CTST) and Metropolitan Planning Organization (MPO).

Old Bainbridge Road is a two-lane two-way paved County collector road the entire is inside the Canopy Road Protection Zone. The adjacent land use is a mix of residential and commercial. See Figure 1-Project Location Map for reference.

The currently posted speed limit is 30 MPH for this segment of Old Bainbridge Road and the Average Annual Daily Traffic (AADT) volume is approximately 7600 vehicles per day (south of Homewood Road in 2012). There is a sidewalk present on the west side of the roadway that terminates in the vicinity of Knots Lane. A single street light is present on a power pole adjacent to Knots Lane.

A qualitative assessment was conducted to observe the existing roadway conditions in the field and develop potential corrective measures. Crash analysis data was conducted through the compilation of six years of crash reports from 2009 to 2014. There were a total of 21 crashes during the six-year study period, which includes five incapacitating injury crashes and three non-incapacitating injury crashes. At total of nine crashes (42%) were identified as Run Off Road (ROR) crashes.

The preliminary cost estimate for the proposed improvements is with a Benefit to Cost ratio of 6.15.

Location Map

The proposed project is on Old Bainbridge Road approximately 1000 feet south of West Tharpe Street. Old Bainbridge Road is a two-lane two-way paved County collector road and it is in a Canopy road Protection Zone. The posted speed limit is 30 MPH. See Figure 1 for the proposed project limits and vicinity area.

The roadway pavement markings are 6-in double yellow centerlines and 6-in white stripe edge lines. The asphalt condition appears to be good and stripping is in fair condition.

OLD BAINBRIDGE ROAD AT KNOTS LANE



Figure 1. Project Location Map

Qualitative Assessment, Summary from Road Safety Audit

Leon County Public Works staff conducted a qualitative field review to assess the potential deficiencies in the geometric configuration and operational characteristics of this section of Old Bainbridge Road. The posted speed limit is 30 MPH for this segment of Old Bainbridge Road. The Average Annual Daily Traffic (AADT) volume is approximately 7600 vehicles per day (south of Homewood Road in 2012).

During the qualitative field review, site conditions observed along this section roadway included no advanced warning signage for curves, limited grass shoulder south bound and steep embankments adjacent to the north bound edge of pavement. A single large power pole is present in the flow line of the north bound swale. Nine of the crashes are Run off Road, apparently due to include inadequate shoulder width and recovery areas as well as excessive speeds through the curve, causing loss of control.

Crash Analysis

Crash reports were obtained through FDOT District 3 Office for the most recent six-year period, starting 2009 to 2014. The focus of crash analysis is to quantify the crash history and associate with any particular crash pattern, and then estimate the future crash reduction could be achieved by the proposed counter measures to mitigate the existing roadway deficiencies.

During the study period, a total of 21 crashes occurred along this segment. Nine of those crashes (42%) were Run Off Road. There were a total of 21 crashes during the six-year study period, which includes five incapacitating injury crashes and three non-incapacitating injury crashes.

Concept Plan

The goal is to address Run Off Road type crashes along this segment of Old Bainbridge Road, while considering the protection limitations. The following is a summary of proposed improvements to reduce future vehicle crashes:

- Mill approximately 600 LF of the roadway in the vicinity of the curve and resurface with asphalt friction course to increase/improve friction.
- Add curve ahead signs, advisory speed signs (if warranted) and chevron plaques at the curve to enhance driver awareness
- · Add delineators at drop offs and other key locations
- Remove existing driveway culvert and vertical headwall and replace with longer pipe to allow partial enclosure of the roadside swale and install mitered end section. This will improve the clear zone and provide additional shoulder width
- Provide audible/vibratory edge line and centerline markings to enhance visibility and driver awareness.

Cost Estimate, Benefit Cost Analysis and Net Present Value

The preliminary cost estimate for the proposed improvements is With the cost estimate, a Benefit to Cost (B/C) analysis and Net Present Value (NPV) calculation was performed utilizing the improvements described above. A B/C ratio of 6.15 is anticipated to be achieved.

Planned Improvements

Leon County Public Works Department has no plans to rework this section of Bainbridge Road in the next five years. No conflict is anticipated with the proposed safety improvements.

Appendices



Leon County

Board of County Commissioners

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

Page 94 of 171 Purchasing Division 1800-3 Blairstone Road Tallahassee, Florida 32308 (850) 606-1600

Attachment #1

Commissioners

NICK MADDOX

At-Large Chairman

JIMBO JACKSON

District 2

Vice Chairman

BILL PROCTOR District 1

JOHN DAILEY District 3

BRYAN DESLOGE District 4

KRISTIN DOZIER District 5

MARY ANN LINDLEY At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE County Attorney

August 21, 2018

RE:

RFP Title: Design Services for Old Bainbridge Road Safety Enhancements

RFP No: BC-08-28-18-50

Opening Date: August 28, 2018 at 2:00 PM

ADDENDUM #2

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project. A question submitted by a vendor is answered below for your consideration.

1. On pages 15-16 of the RFP, Section IV.G lists 9 forms to sign. In the Attachments section, there are 14 total forms. Should we sign only the 9 forms listed in Section IV.G, or would you like us to sign all 14 forms included in the RFP packet?

Yes, please sign all forms included in the RFP packet as appropriate.

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,

Shelly W. Kelley, PN Purchasing Director Leon County
Design Services for
Old Bainbridge Road
Safety Improvements



Leon County, Florida August 28, 2018 ORIGINAL

g unique __ive funding

RFP Title: Request for Proposals for Design Services for Old Bainbridge Road Safety Enhancements

Proposal Number: BC-07-26-18-50

Opening Date:

ATTACHMENT #2 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.

	Gresham, Smith and Par	tners
ВУ	Jennife Vignis (Authorized Representation	la Tyler Strickland
6	Tyler Strickland, P.E., J.D.	
	(Printed or Typed Name	:)
ADDRESS	2073 Summit Lake Drive	
	Suite 155	
CITY, STATE, ZIP	Tallahassee, FL 32317	
E-MAIL ADDRESS	tyler_strickland@gspnet.com	
TELEPHONE	+18502198404	RECEIVED
FAX		7018 AUG 28 AH 7: 41
ADDENDA ACKNOWLEDGME	NTS: (IF APPLICABLE)	
Addendum #1 dated	Initials	PURCHASING DIVISION LEON COUNTY
Addendum #2 dated	Initials	
Addendum #3 dated	Initials	



2073 Summit Lake Drive Suite 155 Tallahassee, FL 32317

850.219.8400 GreshamSmith.com August 28, 2018

Leon County Purchasing Division 1800-3 N. Blair Stone Road Tallahassee, FL 32308

Dear Procurement Officers and Technical Review Committee Members:

Our Tallahassee based staff of Gresham, Smith and Partners (GS&P) is excited about the opportunity to work with Leon County on safety enhancements to Old Bainbridge Road. Our team members have enjoyed working with Leon County staff in the past to produce roadway and drainage projects that have enhanced safety for our community.

We understand the funding and time constraints of this contract and realize the goal is to provide low cost and simple to implement, yet effective, safety enhancements for the two Old Bainbridge Road projects: the curve at Knots Lane, and the segment between US 27 and the Leon/Gadsden County line. Our team knows we can deliver these two enhancement projects within the set budget and quick time frame.

Jennifer Vrynios, P.E., PTOE, will be our Project Manager for this contract, bringing more than 30 years of experience, including work for Leon County, the City of Tallahassee and Florida Department of Transportation (FDOT) Districts 2 and 3. She has worked on all elements of transportation projects, from the planning and evaluation phase, to final construction documents. Jennifer will be the primary point of contact for this contract

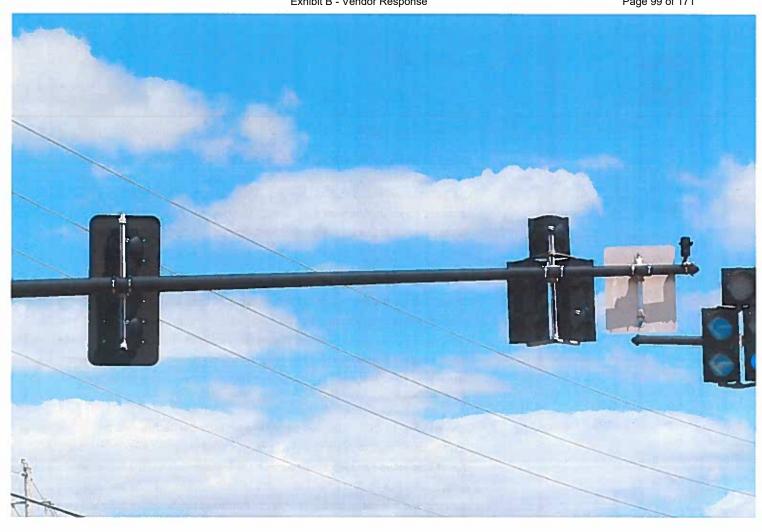
Todd French, P.E., will work closely with Jennifer as the Deputy Project Manager. Todd has experience delivering projects for on-call/general engineering services contracts for Leon County and FDOT Districts 2 and 3. He has also managed numerous projects under current and past City of Tallahassee Civil Engineering Consultant Services contracts. We have added Michael Baker's Jeff Roberts to the team; author of the original safety study that allowed Leon County to secure funding for this project. The GS&P team is also supported by key DBE subs, EGS and Poole Engineering and Surveying.

The GS&P team is eager, enthusiastic and available to start work on the Old Bainbridge Road Safety Enhancements project for Leon County. If you have any questions, please do not hesitate to contact me by email at tyler_strickland@gspnet.com or by phone at 850.219.8404.

Sincerely,

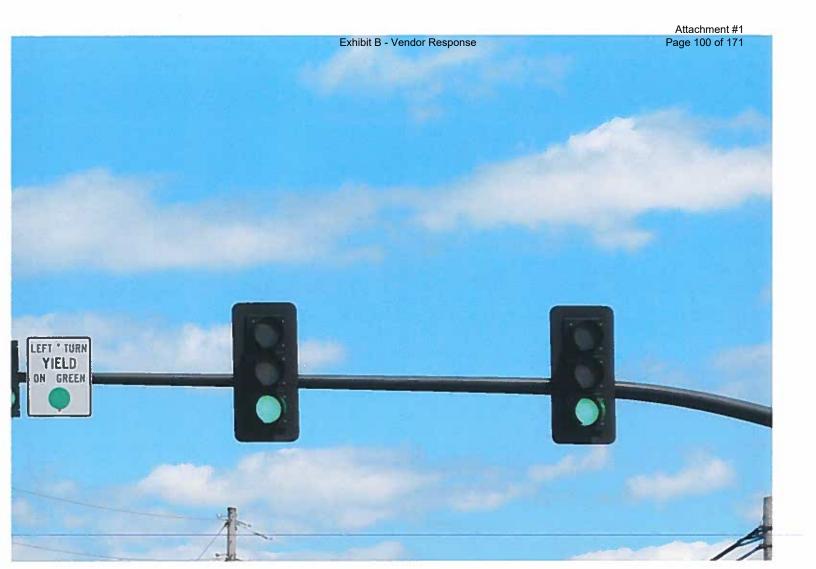
M. Tyler Studie
Tyler Strickland, P.E., J.D.

Principal-in-Charge

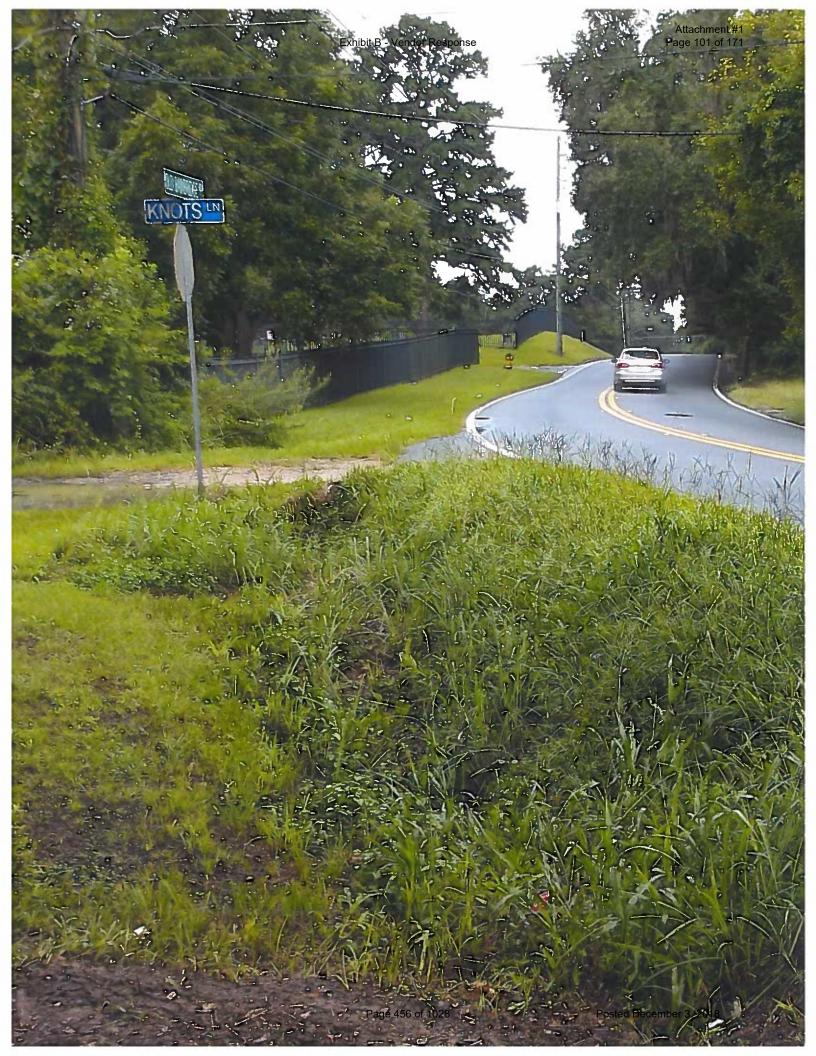


"Working on projects in the place I call home is always my favorite – I'm proud to be part of improving the transportation system for our community."

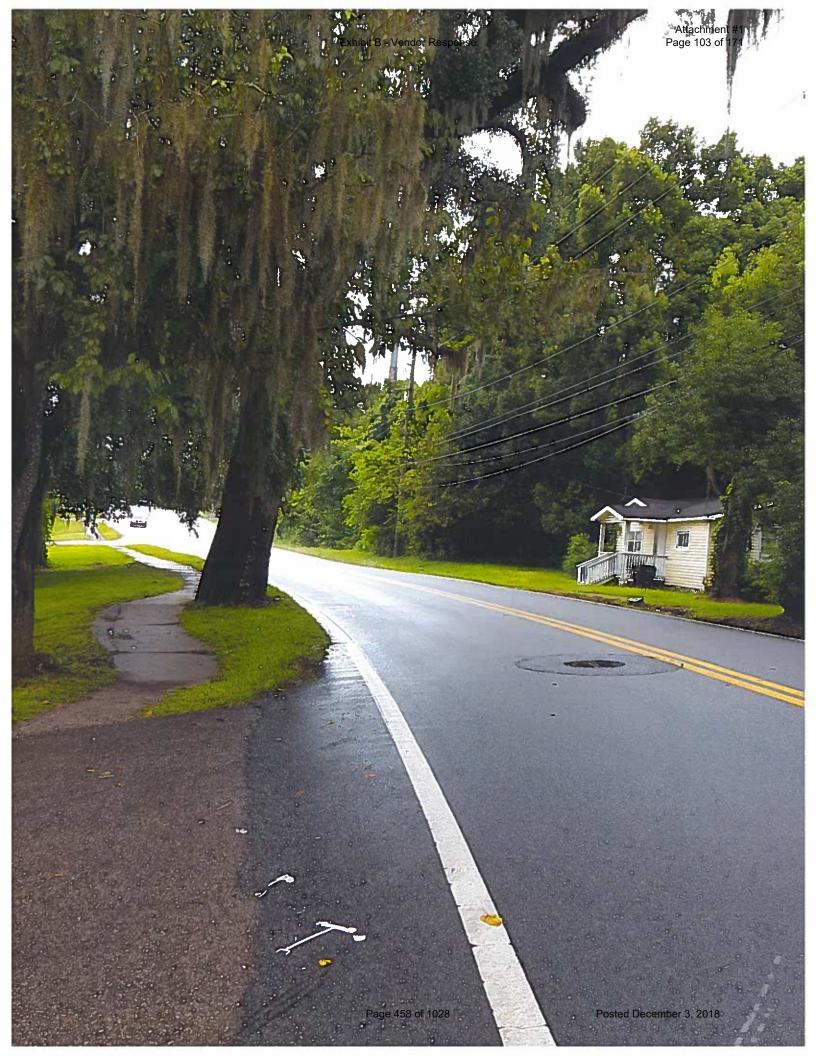
Jennifer Vrynios, P.E., PTOE | Project Manager



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Ability of Professional Personnel



1. Provide the total number of professionals in your organization or team who may be assigned to this project and their contribution related to the scope of services.

GS&P's Transportation Division is comprised of professional engineers, planners and designers who have been delivering quality transportation services for federal, state and local projects for nearly four decades. Since agencies do have a tremendous responsibility to maintain accountability to taxpayers, we understand the importance and sensitive nature of publicly funded projects. GS&P's transportation division has over 125 dedicated staff and the chart below identifies staff specifically assigned to this contract. Included are the team subconsultants: Jeff Roberts (Michael Baker) who worked with Leon County on the HISP application for Old Bainbridge Road; Audra Hayden (EGS) for environmental permitting support, if needed: and Jay Keri (Poole Engineering & Surveying) for survey.



2. Give brief resume of key persons to be assigned to the project.



Tyler Strickland, P.E., J.D.

Principal-in-Charge GS&P

B) Job Assignment For Other Projects

Tyler has more than 17 years of transportation engineering and stormwater design experience in north Florida. With a passion for understanding all aspects of the transportation engineering industry, he has designed and/or managed more than 25 major transportation projects. In 2012, Tyler volunteered time at FDOT's Office of General Counsel and is familiar with construction, contract and environmental issues that can affect infrastructure projects. With this unique engineering and legal background, he understands the importance of details such as project notes, specifications, schedules, utility agreements, joint-project-agreements, local-area-agreements and quantities.

C) How Many Years With GS&P

9 years

D) How Many Years With Other Firms

8 years

E) Experience

FDOT District 2, SR 200 Widening, Nassau, FL | Principal, Project Manager, Engineer-of-Record

FDOT District 3, Forest Highway 13 (CR 368) from CR 67 to CR 375 (Smith Creek Road), Liberty and Wakulla Counties, FL | Project Manager, Project Engineer

FDOT District 3, Group 12-10, SR 296 from Baisden Road to SR 10A, Tallahassee, FL | Project Manager

FDOT District 3, SR 30 (US 98) 3R from SR 295 to North of Dewitt Road, Escambia County, FL | Project Manager

FDEP District 3, Henderson Beach State Park, Okaloosa County, FL | Principal, Project Manager

FDEP District 3, Topsail Hill Preserve State Park, Walton County, FL | Principal, Project Manager

F) Education

Juris Doctorate, Law Degree, Florida State University

Masters, Civil Engineering, Florida State University

Bachelor of Science, Civil Engineering, Florida State University

G) Active Registrations

Florida PE #65519

H) Other Experience and Qualifications Relevant to This Project

Tyler served as the town engineer for Cinco Bayou, Florida and the Community Development District Engineer for Hammock Bay Florida CDD, where he gained extensive in-depth experience working with municipalities and other governmental agencies. Tyler has completed design projects for both large and small clients, including: community development districts (Hammock Bay & Capital Region); small towns (Cinco Bayou); larger cities (Jacksonville, Tallahassee and Destin); counties (Escambia and Leon); state agencies (FDEP State Parks, FDOT District 2, District 3 and FTE); and a federal agency (USDA Forest Service). Each of these clients required different needs and budget requirements, and many required Practical Design Plans with abbreviated plan sets similar to what could be implemented for this contract — so he understands the variety of challenges that faces many projects.



Jennifer Vrynios, P.E., PTOE

Project Manager

B) Job Assignment For Other Projects

Jennifer has 31 years of experience working on transportation analysis, design, and engineering projects. In Florida, Jennifer has managed and/or led project analysis and design for Leon County, City of Tallahassee, FDOT District 2, FDOT District 3, Aglin Airforce Base and Florida's Turnpike Enterprise. Her technical experience includes lighting design, signal design, safety analysis and design, roadway design, traffic analysis, signing and striping design, access management, corridor studies, environmental assessments and noise analysis. She has also been involved in public involvement programs and working with affected property owners.

C) How Many Years With GS&P

1 year

D) How Many Years With Other Firms

30 years

E) Experience

Jennifer has served as project manager or engineer-of-record for clients in Leon County and around the state for the past 11 years, including:

Leon County Public Works, Sharer Road Outfall Improvements, Leon County, FL | Project Manager

Leon County Public Works, Monroe Street (SR 63)/Talpeco Road Intersection Improvements, Leon County, FL | Project Manager

Leon County Public Works, Raymond Tucker Road Drainage Improvements, Leon, County, FL | Project Manager

City of Tallahassee, Upper Lake Lafayette Nutrient Reduction Facility, Tallahassee, FL | Project Manager

Eglin Airforce Base, Hurlburt Field Visiting Quarters Design/Build, Eglin Air Force Base, FL | Project Manager

FDOT District 3, SR 63 (Clara Kee Boulevard to Harriet Drive) Pedestrian Signal Upgrades, Leon County, FL | Project Engineer

FDOT District 3, SR 20 from SR 366 to SR 10 (US 90) Traffic Signal and Pedestrian Lighting Design, Leon County, FL | Project Engineer

FDOT District 3, Districtwide Traffic Operations and Access Management, Various Locations, FL | Senior Traffic Engineer

Florida's Turnpike Enterprise, Top 30 High Crash Segments and Ramps Study, Various Locations, FL | Senior Traffic Engineer

F) Education

Bachelor of Civil Engineering, Civil Engineering, Valparaiso University

G) Active Registrations

Florida PE #66045

H) Other Experience and Qualifications Relevant to This Project

Jennifer has worked on all phases of safety improvements including evaluation of crash data, evaluation of high crash sites in the field, development of recommendations for safety improvements and completion of design and construction documents for implementation of safety improvements.



Todd French, P.E.

Deputy Project Manager GS&P

B) Job Assignment For Other Projects

Todd brings more than 20 years of Leon County-based experience in transportation design and management. His experience includes project management, design, quality control and permitting related to the preparation of contract plans for transportation projects. He has managed and/or designed projects for Leon County, City of Tallahassee, Blue Print 2000, Capital Region Community Development District (CRCDD), FDOT District 3, FDOT District 2, FDOT Central Office, Florida's Turnpike Enterprise, Opportunity Florida, City of Panama City Beach, Walton County and St. Joe. Todd is a longtime resident of the Leon County. For nearly a decade, Todd has managed projects under the Leon County's Continuing Services contract.

C) How Many Years With GS&P

5 years

D) How Many Years With Other Firms

17 years

E) Experience

Meridian and Ox Bottom Intersection Improvements, Leon County | Project Manager

Meridian and Bannerman Intersection Improvements, Leon County | Project Manager

BluePrint 2000, Capital Circle SE | Project Manager

City of Tallahassee, Colonial Avenue | Project Manager

City of Tallahassee, 5th Avenue | Project Manager

City of Tallahassee, Portland Avenue | Project Manager

City of Tallahassee, Atlas Road | Project Manager

City of Tallahassee, Grady Road | Project Manager

City of Tallahassee, Fulton Road | Project Manager

City of Tallahassee, Thomas Road | Project Manager

City of Tallahassee, Northridge Road - 30% | Project Manager

F) Education

Bachelor of Science, Civil Engineering, Florida State University

G) Active Registrations

Florida PE #56711

H) Other Experience and Qualifications Relevant to This Project

Todd has also designed and managed projects of different sizes and complexity, including:

- General Engineering Contract Support (City of Tallahassee, Leon Co., FDOT D 2 & 3)
- Major capacity projects (Quincy Bypass, US 98 Gulf, US 331 Walton)
- Design Build projects (Capital Circle SE)
- 3R projects (SR 173)



Jay Bockisch, P.E., PTOE

Traffic Engineering GS&P

B) Job Assignment For Other Projects

Jay has 32 years of experience in traffic engineering, signal timing, safety analysis, ITS, travel demand forecasting, network simulation, and traffic simulation and traffic operations. His experience includes the management and preparation of more than 350 traffic studies, safety studies, traffic operations analysis, preliminary roadway improvement design, traffic signal timing plans and area-wide master planning studies. He is experienced in state-of-the-art software packages such as SYNCHRO, CUBE, TransCAD, CORSIM, VISSIM, aaSIDRA and HCS. Jay has given expert testimony and led public information meetings for more than 50 transportation projects. He currently manages all traffic engineering, traffic studies, planning and modeling projects in GS&P's Florida offices. He has also managed and designed shared-use trails, sidewalks, planning, roadway, safety, ADA and PD&E projects throughout the Southeast.

C) How Many Years With GS&P

13 years

D) How Many Years With Other Firms

19 years

E) Experience

FDOT District 3, Gulf Coast Parkway, New Two-Lane Rural Alignment from SR 30A to CR 2315, Bay County, FL | Lead Traffic Engineer

FDOT District 3, SR 63 Monroe Lake Ella Pedestrian Improvements, FL ! Lead Traffic Engineer

City of Dothan, James Oates Park Traffic Impact Study, Dothan, AL | Principal, Project Manager

City of Dothan, Traffic Signal Timing Optimization, Dothan, AL | Traffic Engineer, Project Manager

City of Dothan, ITS Architecture, Dothan, AL | Lead Traffic Engineer

FDOT District 3, Districtwide Traffic Operations and Access Management, Various Locations, FL | Project Manager

FDOT District 7, Districtwide Access Management and Safety, Various Locations, FL | Project Manager

F) Education

Bachelor of Science, Civil Engineering, University of Buffalo

G) Active Registrations

Florida PE #78389

H) Other Experience and Qualifications Relevant to This Project

Jay's focus on roadway, pedestrian and bicyclist safety in conjunction with traffic operations and design solutions for all users, is a benefit to projects of all sizes.



Meredith Hurd, P.E.

Drainage Design GS&P

B) Job Assignment For Other Projects

Meredith has 12 years of drainage design experience in Florida. Meredith's experience includes analysis and design of stormwater management facilities, storm drain and ditch conveyance systems for roadways, culvert and bridge hydraulic analysis, and review of construction shop drawings. Meredith references FHWA Drainage Guidance and Publications including HEC 14, HEC 15, and HEC 22 throughout the design process. She also references the FDOT Standard Plans (425 and 430 Series), the FDOT Drainage Manual, and FDOT Drainage Design Guide. She is familiar with statewide ERP permitting rules and has coordinated with the Northwest Florida Water Management District on project specific issues for compliance with applicable stormwater criteria, wetland impacts, and other surface water impacts. Meredith has attended training for GEOPAK Drainage and XPSWMM stormwater modeling.

C) How Many Years With GS&P

2 years

D) How Many Years With Other Firms

10 years

E) Experience

Franklin Boulevard Flood Control Project, Blueprint 2000 Intergovernmental Agency/General Engineering Consultant | Civil Engineer

Capital Cascade, City of Tallahassee, FL | Civil Associate

NOVA 2010, TLH - Capital Medical Blvd. & Fleischman Rd, City of Tallahassee, FL | Drainage Engineer

FDOT District 3, SR 10 (US 90) from Dempsey Mayo to Four-Lane at I-10 Interchange, Leon County, FL | Drainage Engineer

FDOT District 3, SR 12 3R from SR 20 to the Gadsden County Line, Liberty County, FL | Drainage Engineer

FDOT District 3, Gulf Coast Parkway – New Two-Lane Rural Alignment from CR 2315 to SR 30A, Bay County, FL | Drainage Engineer

FDOT District 3, SR 30 (US 98) Multi-Lane Reconstruction, Walton County, FL | Drainage Engineer

FDOT District 3, SR 390 Widening Design and Engineering, Bay County, FL | Civil Engineer

FDOT District 3, SR 30 Capacity Improvement Project Design and Construction Plans, Okaloosa County, FL | Drainage Engineer

F) Education

Bachelor of Science, Civil Engineering, Florida State University

G) Active Registrations

Florida PE #72295

H) Other Experience and Qualifications Relevant to This Project

Meredith has provided drainage design for many local projects and understands the drainage issues in Leon County as well as permitting issues.



Joshua Hill

Senior Design Technician GS&P

B) Job Assignment For Other Projects

Josh has more than 18 years of experience in roadway and airport design, drafting, automated logistics, CEI and construction with a broad knowledge of Microstation, Autocad Civil 3D, GeoPak and the FDOT site menu. Joshua has designed numerous roadway and airport projects in the eastern United States. He has vast experience in the preparation of FDOT plans including roadway plans, project layouts, cross sections, signing and pavement markings, signalization, drainage and lighting. Joshua is adept at identifying problems and safety measures as well as improving efficiency and meeting deadlines. Joshua is a U.S. Army veteran completing four years of service, including tours in Iraq, Kosovo and Bosnia. During his service he received two Army Accommodation Medals: one for going beyond the call of duty to rescue and repair a Bradley Tank during combat, and a second for exceeding schedule expectations for combat readiness. His adherence to tight scheduling and acute cost estimating assisted in keeping the 3rd Infantry Division ready for 24-hour combat deployment.

C) How Many Years With GS&P

6 years

D) How Many Years With Other Firms

12 years

E) Experience

FDOT District 3, Gulf Coast Parkway, New Two-Lane Rural Alignment from SR 30A to CR 2315, Bay County, FL | CADD Technician

City of Tallahassee, Lafayette Paseo Corridor, Tallahassee, FL | CADD Technician

FDOT District 3, SR 12 3R from SR 20 to the Gadsden County Line, Liberty County, FL | Project Technician

FDOT District 2, Keaton Beach Coastal Park, Taylor County, FL | Project Technician

FDOT District 2, CR 361 Trail, Taylor, FL | CADD Technician

FDOT District 3, SR 173 3R from North Blue Angel Lane to SR 297, Tallahassee, FL | Project Technician

FDOT District 3, SR 296 3R from Baisden Road to SR 10A (US 90), Escambia County, FL | Project TechnicianA

FDOT District 3, SR 30 (US 98) 3R from SR 295 to North of Dewitt Road, Escambia County, FL | Project Technician

FDOT District 3, SR 63 Monroe Lake Ella Pedestrian Improvements, FL | CADD Technician

FDOT District 3, SR 189 (Beal Parkway) 3R Intersection Improvements Project, Fort Walton Beach, FL | Project Technician

F) Education

Northwest Florida State

G) Active Registrations

N/A

H) Other Experience and Qualifications Relevant to This Project

Josh has a thorough understanding of all elements of roadway and site design, including projects in Leon County.



Jarrod Lee, EI

Roadway Design GS&P

B) Job Assignment For Other Projects

Jarrod has experience drafting roadway, signing and marking, and drainage plans. He is proficient with Microstation Power GeoPak SS4, including Guidesigns, the standard FDOT Software Suite, and AutoCAD Civil 3D. He has working knowledge of FDOT engineering manuals, including PPM, BOE, MUTCD, CADD Manual, and FDOT Design Standards. Jarrod is also familiar with City of Tallahassee plans production process and design manuals. He has a thorough understanding of FDOT Designer Interface and Trns*Port, and is familiar with using public spatial imagery repositories, including FDOT APLUS, Labins, NWFWMD Lidar Database, and FL Geographic Library. Jarrod has completed FDOT-approved Intermediate level MOT course.

C) How Many Years With GS&P

1 year

D) How Many Years With Other Firms

1 year

E) Experience

FDOT District 3, SR 4 Bridge over the Blackwater River, FL | Engineering Intern

FDOT District 2, I-95 at Old St. Augustine Road, FL | Engineering Intern

FDOT District 3, SR 10 RRR, FL | Engineering Intern

FDOT District 3, SR 63 (Clara Kee Boulevard to Harriet Drive) Pedestrian Signal Upgrades, Leon County, FL | Engineering Intern

FDOT District 3, SR 20 from SR 366 to SR 10 (US 90) Traffic Signal and Pedestrian Lighting Design, Leon County, FL | Engineering Intern

F) Education

Bachelor of Science, Civil Engineering, Florida State University

G) Active Registrations

Florida El #1100019077

H) Other Experience and Qualifications Relevant to This Project

Experience using the FHWA Highway Safety Manual and Mitigation Strategies for Design Exception Manual to determine effective safety countermeasures in high crash areas.

Experience using the AASHTO Green Book to determine design criteria for "Off-System" roadways.



Brandon Anderson

Design Technician GS&P

B) Job Assignment For Other Projects

Brandon serves as a CADD technician in the firm's Transportation division working on roadway, signal and lighting design projects. He has worked in the architecture, planning, and civil industries and has experience with AutoCAD, Microstation, Project Estimation, Renovation and BIM modeling software.

C) How Many Years With GS&P

1 year

D) How Many Years With Other Firms

11 years

E) Experience

FDOT District 3, SR 30 (US 98) Multi-Lane Reconstruction, Walton County, FL | CADD Technician

FDOT District 2, Safety TWO SR 207 from Wildwood Drive to CR 5A, FL | Lighting Design Technician

FDOT District 2, Safety TWO #8 SR 211/St. Johns, FL | Lighting Design Technician

FDOT District 2, Safety TWO #10 SR 128/San Juan, FL | Lighting Design Technician

FDOT District 2, Districtwide Safety and Lighting Design, FL | CADD Technician

FDOT District 3, SR 296 3R from Baisden Road to SR 10A (US 90), Escambia County, FL | CADD Technician

FDOT District 3, Gulf Coast Parkway, New Two-Lane Rural Alignment from SR 30A to CR 2315, Bay County, FL | CADD Technician

FDOT D3, SR 30 (US 98) Multi-Lane Reconstruction, Walton County, FL | CADD Technician

F) Education

Associate of Science, Computer Modeling, Full Sail University

G) Active Registrations

N/A

H) Other Experience and Qualifications Relevant to This Project

Brandon has varied roadway plan preparation experience, having completed design plans for roadway, drainage, signal and roadway lighting design.



Daniel Scheer, P.E.

Structural Engineering GS&P

B) Job Assignment For Other Projects

Dan joins GS&P in 2018 after serving seven years with FDOT in various capacities including as a Structures Design Engineer. Dan began his career working 11 years as a design and field engineer with in Tallahassee, FL. Dan also concurrently serves with US Naval Reserves, Civil Engineer Corps for the past 14 years.

C) How Many Years With GS&P

<1 year

D) How Many Years With Other Firms

18 years

E) Experience

Honolulu Light Rail, Honolulu, HI | Project Manager

FDOT District 1, SR 951 Bridge to Marco Island, FL | Design Project Manager

Lee Roy Selmon Crosstown Expressway Expansion, Tampa, Florida | Bridge Engineer

F) Education

Master of Science, Civil Engineering, Florida State University Bachelor of Science, Civil Engineering, Florida State University

G) Active Registration

Florida PE #63940

North Carolina PE #46585

H) Other Experience and Qualifications Relevant to This Project

Dan held three key positions while at FDOT Central Office: structures design engineer, state specifications engineer, and manager, production support office. While at Central Office, Dan was uniquely exposed to the Local Agency Program (LAP) and had exposure to the coordinated efforts that are required to meet FHWA and FDOT requirements to sustain the LAP funding. In order to satisfy LAP requirements, everything from certifying payroll or using the required specifications must be documented and properly used to avoid failing a future audit which could jeopardize future funding to the County. As a structures design engineer, Dan was responsible for the maintenance of the FDOT Structures Design Guidelines and the Structures Detailing Manual in addition to other duties in the Special Projects Section. This provides an advantage to knowing the FDOT requirements for structures design under the FDOT guidelines. As Sstate specifications engineer, Dan was very involved in the creation and updating of the Standard Specifications and is familiar with the requirements and availability of documents local agency have access to that can help locals realize project success within the requirements of the state and FHWA.



Audra H. Hayden, P.E.

Environmental Engineering EGS

B) Job Assignment For Other Projects

Audra has over 12 years of environmental design and permitting experience including natural features, wetland delineation, environmental impact, and environmental management. She has extensive experience with Leon County, City of Tallahassee, Florida Department of Environmental Regulation, Army Corps of Engineers (ACOE), Northwest Florida Water Management District (NWFWMD), St. Johns River Water Management District (SJRWMD), and the Suwannee River Water Management District (SRWMD) Permitting Requirements.

C) How Many Years With EGS 12 years

D) How Many Years With Other Firms N/A

E) Experience

Welaunee Road PD&E, Leon County, FL | Environmental Engineer

EGS is on the Team to provide Leon County with environmental support services as well as geotechnical design services for the Project Development and Environment (PD&E) Study at Welaunee Road. Environmental services to be performed include identifying potential contaminated sites along the corridor as well as providing the United States Department of Agriculture (USDA) soil survey parameters. This contract was awarded in 2018 and is currently in negotiations.

Weems Road Reconstruction, Tallahassee, FL | Environmental Engineer

EGS was selected to provide the City of Tallahassee with environmental permitting support services associated with the above referenced Project. The environmental permitting services included providing the Natural Features Inventory (NFI) and the preparation of the Environmental Resource Permit (ERP). The Contract was awarded in 2013 and is currently on-going.

Meridian Road at Miller Landing Road Intersection Improvements, Tallahassee, FL | Environmental Engineer EGS was selected to provide the City of Tallahassee with environmental permitting support services associated with the above referenced Project. The environmental permitting services included performing the wetland delineations in the field, as well as providing the Natural Features Inventory (NFI) and Environmental Impact Analysis (EIA). The Contract was awarded and completed in 2015.

F) Education

Master of Science, Civil Engineering, Florida State University

Bachelor of Science, Civil Engineering, Florida State University

Florida Engineering Leadership Institute (FELI) Graduate

G) Active Registrations

Florida PE #74756

H) Other Experience and Qualifications Relevant to This Project

Audra has worked on a multitude of local projects, and has a thorough understanding of environmental and permitting requirements that may be required on all types of projects.



Jay A. Keri, P.S.M.

Engineering and Surveying POOLE

B) Job Assignment For Other Projects

Jay has been performing surveying services in the State of Florida for over 30 years. He specializes in numerous types of surveys to include boundary, topographic, subdivision, construction staking, utility surveys, as-built surveys, ALTA surveys, right of way/easement acquisitions, and specific purpose surveys. Jay has served as the project Surveyor for many City of Tallahassee design surveys and FDOT resurfacing projects and as supervised key technicians and staff for providing quality control and assurance of mapping efforts. Jay's work experience includes a strong history and knowledge of working in Leon County and surrounding areas.

- C) How Many Years With Poole 3 years
- D) How Many Years With Other Firms 31 years

E) Experience

Various Sidewalk Projects, Leon County, FL | Survey Manager

Jay served as survey Manager in design survey task of the sidewalk projects under DRMP, Inc. Projects have included Magnolia Drive and Old St. Augustine Road. Included the collection of topographic features, establishing horizontal and vertical control, researching property boundaries and right of way, utility survey and tree survey. Prepared sketch and legal descriptions for right of way takings and easements.

N2, Capital Circle NW/SW (State Road 263), Blueprint 2000/ Leon County, FL | Survey Manager
Served as Survey Manager in the CEI survey for the \$45 million widening of Capital Circle, approximately 3 miles. The survey required re-establishment of the alignment, recovery of project network control and centerline references, and performing cross sections of roadway and several stormwater and mitigation ponds, processing and checking field notes.

I-10, SR 291 (Davis Hwy) to SR 10A (Scenic Hwy), Escambia County, FL | Surveyor

Serving as CEI Surveyor on this \$43.1 million, 850-day duration project to widen I-10, widen Scenic Highway, and replace the Scenic Highway overpass over I-10. This project also includes reconstructing interstate ramps, construction of drainage improvements, new highway lighting, sound barrier walls, milling and resurfacing, and extensive earthwork construction

F) Education

Broward Community College and Miami-Dade Community College

G) Active Registrations

Florida Professional Surveyor and Mapper #5721

H) Other Experience and Qualifications Relevant to This Project

Jay brings experience in managing survey for many local projects.



Jeffrey K. Roberts, P.E.

Safety Michael Baker

B) Job Assignment For Other Projects

Jeff is a professional engineer with 17 years of experience in transportation engineering, transportation safety and traffic operations. He has extensive technical experience in traffic safety, roadway design, and pedestrian and ADA Context Sensitive Solutions. Jeff was the author of the original Old Bainbridge safety study.

- C) How Many Years With Michael Baker
- < 1 years
- D) How Many Years With Other Firms
- 16 years

E) Experience

Leon County, Old Bainbridge Road Safety Study, Leon County, FL | Project Manager, Enginer-of-Record

FDOT District 3, General Engineering Contract, Florida Department of Transportation, Districtwide, FL | Task Work Order Manager

FDOT District 3, Intelligent Transportation System (ITS)/Advanced Traffic Management System (ATMS) Program Services, Districtwide, FL | *Project Manager*

FDOT District 3, Districtwide Safety Studies, Districtwide, FL | Project Manager, Lead Technical Engineer

FDOT District 3, Design Group 14-01, Leon & Escambia Counties, FL | Project Manager, Engineer-of-Record

FDOT Central Office, State Traffic Engineering & Operations General Engineering Consultant, Statewide, FL \(\frac{1}{2}\) Lead GEC Program, Task Manager

FDOT Central Office, Chief Engineer Contract, Statewide, FL | Task Manager and Senior Project Engineer

FDOT Central Office, Traffic Incident Management (TIM)/Commercial Vehicle Operations (CVO) Contract, Statewide, FL | Task Manager and Senior Project Engineer

F) Education

Bachelor of Science, 2002, Civil Engineering, Florida State University

G) Active Registrations

Florida PE #65684

H) Other Experience and Qualifications Relevant to This Project

Jeff has a strong background in Highway Safety Manual engineering principles for alternative analysis and design development. He has previously worked as a group manager of traffic engineering and safety, regional manager of transportation and water resources, project manager, senior project engineer, engineering section supervisor, and technical specialist.

3. List outside consultants anticipated to be used on this project. When listing consultants, give the respective specialty of the firm. Standard form SF330 may be used for consultants, if desired.

GS&P and all of our subconsultants are located within Leon County and we commit to supporting the County's Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) equal opportunity policies.

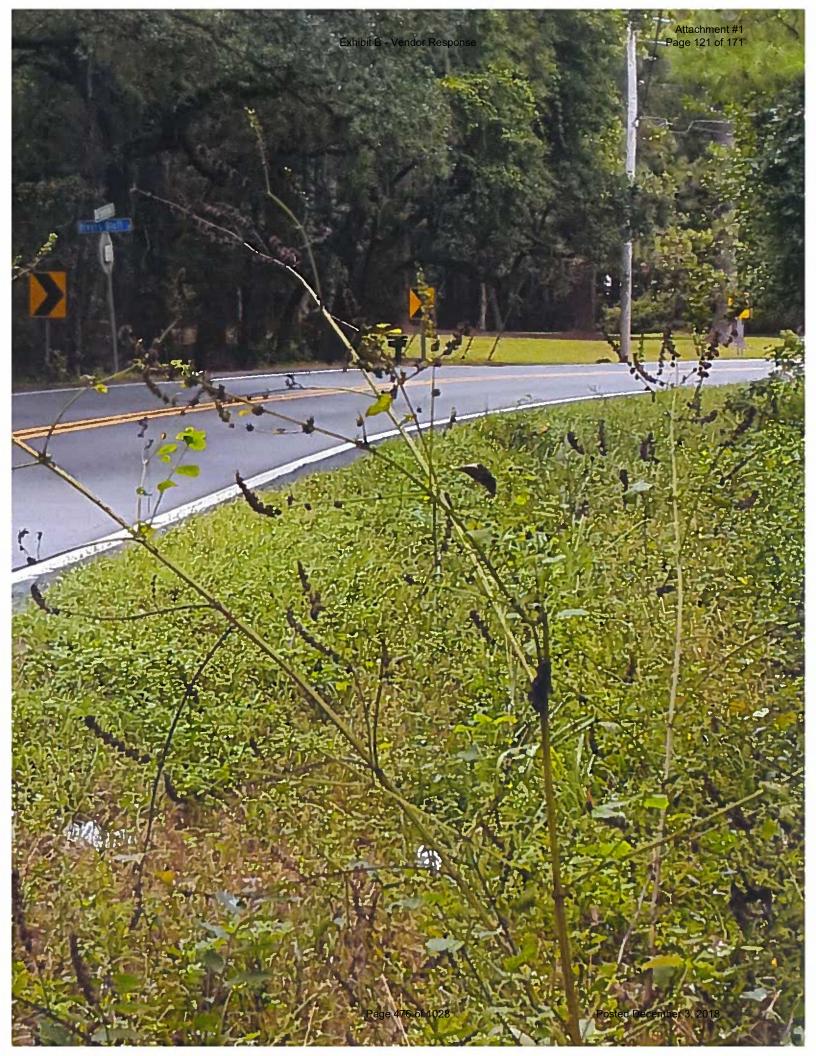
- Poole Engineering & Surveying, Inc. (M/WBE)
- Environmental and Geotechnical Specialists (M/WBE)
- Michael Baker International

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	F CONTACT NAME AND TITLE					Small Business Enterprise (SBE) 7. NAME OF FIRM (If block 2a is a branch office)			
Inomas	H. Hayden, P.E. / Vice President					7. NAME OF FIRM (IT BIOCK 2	a is a dr	anco omce)	
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65. TELEPH 850-386-		c. E-MAIL AD :heryl@po	DRESS ole-eng.co	m					
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6a. POINT OF CONTACT NAME AND TITLE Brian C. Russell, P.E., Office Executive					No 7. NAME OF FIRM (#Block 2a is a Branch Office) Michael Baker International, LLC				
6b. TELEPHO 904-380	DNE NUMBER 0-2507		IL ADDRESS sell@mbaker	· · · · · · · · · · · · · · · · · · ·					
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				H02	Hazardous Materials Handling and Storage			1	
				H07	Highways, Streets, Airfield Paving; Parking Lots			5	
				H08	Historical Preservation Irrigation; Drainage			1	
				106				2	
				R04	Recreational Facilities (Parks; Marinas; etc.)			1	
				S04	Sewage Collection, Treatment & Disposal			11	
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				S09	Structural Design; Special Structures			1	
				S10		Surveying; Platting; Mapping; Flood Plain			
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				T04		ographic Surveying and Ma		1	
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STANDARD FORM 330 (REV, 8/2016) PAGE 6



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 no more than five (5) projects, nor projects which were completed more than five (5) years ago.)

Key Professionals

Tyler Strickland, P.E., J.D., Project Manager

Todd French, P.E., Project Engineer

Jay Bockisch, P.E., PTOE, Lead Traffic Engineer

Joshua Hill, CADD Technician

Date Completed

Construction completed in 2017

Project Owner

Tommy Johns
FDOT District 3
1074 US 90 East
Chipley, FL 32428
850.638.0250

Project Agency

Tommy Johns FDOT District 3 1074 US 90 East Chipley, FL 32428 850.638.0250



SR 63 Monroe Lake Ella Pedestrian Improvements

Tallahassee, Florida

The Nature of Firm's Responsibility

GS&P prepared a traffic and pedestrian study to determine if a pedestrian signal would improve pedestrian safety and be warranted by the MUTCD. GS&P determined that the proposed signal supported pedestrian safety and met the HAWK and Coordinated Signal System Warrant requirements. GS&P also prepared the design of the mid-block pedestrian crossing and the relocation of the local bus stops adjacent to the pedestrian signal.

Challenges and Lessons Learned

The biggest challenge with this project was to provide a safe pedestrian crossing of SR 63 without having to obtain significant right-of-way. Another challenge was to find the best location for the crossing given right of way constraints and existing pedestrian patterns. One of the lessons learned was that pedestrian safety projects should be coordinated with the local jurisdictions to ensure that the intent of the project is met and that there is local support for the project.

Jay Bockisch, P.E., PTOE,
Project Manager

Jennifer Vrynios, P.E., PTOE,
Senior Traffic Engineer

Jarrod Lee, El, Site Evaluation

Date Completed

Report completed in December 2017

Project Owner

Dallas Boyd, P.E.
Traffic Services Program
Engineer
FDOT District 3
1074 US 90 East
Chipley, FL 32428
850.330.1277

Project Agency

Dallas Boyd, P.E.
Traffic Services Program
Engineer
FDOT District 3
1074 US 90 East
Chipley, FL 32428
850.330.1277



Lawton Chiles High School Traffic Operational Analysis

Tallahassee, Florida

The Nature of Firm's Responsibility

As part of FDOT District 3's Districtwide Traffic Operations and Access Management contract, GS&P was tasked to evaluate the safety of the access points to the Lawton Chiles High School, determine if traffic signals were warranted, evaluate the reasonableness of the posted speed limit on Thomasville Road (SR 63), and evaluate the effectiveness of the recently constructed improved turn lanes and the school accesses.

Challenges and Lessons Learned

Challenges included collecting field data along a high-speed roadway, remaining inconspicuous so drivers don't change their behavior, and data collection during dark conditions.

Whenever site visits and observations are required on a project, the site conditions need to be evaluated prior so staff has equipment to safely do their job and to be ready to start on data collection on time. Also, understanding the operating hours of a site is key so data is collected at the correct time frames. Since this project involved a high school in which many students drive, knowing the lunch period, as well as when the first class begins and last class ends, was very important to have an accurate understanding of how the site operates.

Todd French, P.E., Project Manager

Jay Bockisch, P.E., PTOE, Senior Traffic Engineer Joshua Hill, CADD Technician

Date Completed

Service completed in March 2018 Construction completed in December 2016

Project Owner

Eric Houge
Project Engineer
City of Tallahassee
408 North Adams Street
Tallahassee, FL 32301
850.891.2858

Project Agency

Eric Houge Project Engineer City of Tallahassee 408 North Adams Street Tallahassee, FL 32301 850.891.2858



Lafayette Paseo Corridor

Tallahassee, Florida

The Nature of Firm's Responsibility

GS&P Designed and prepared construction plans for approximately 2,200 feet along the service road along East Lafayette Street and East Indian Head Drive. The project included preparing traffic studies, milling and resurfacing, travel lane reductions (road diet) along East Indian Head, lighting, signing and pavement markings, sidewalk, utility coordination and permitting.

Challenges and Lessons Learned

The greatest challenge for this project came with the design of the sidewalk. One such challenge was the limited available space to work with while also ensuring the sidewalks met ADA requirements. The sidewalk also had to be constructed directly adjacent to some of the existing buildings, impacting access to the buildings and driveways during construction. GS&P met early with the local business to hear their concerns and get their buy-in on the solutions. Creating this relationship early allowed the construction process to run smoothly and access to businesses was maintained to everyone's satisfaction.

Tyler Strickland, P.E., J.D., Project Manager

Todd French, P.E., Project Engineer

Jay Bockisch, P.E., PTOE, Traffic Engineer Joshua Hill, CADD Technician

Date Completed
Estimated September 2018

Project Owner

FDEP Brian Miller Engineering Specialist 3900 Commonwealth Boulevard Tallahassee, FL 32399 850.245.2684

Project Agency

FDEP Brian Miller Engineering Specialist 3900 Commonwealth Boulevard Tallahassee, FL 32399 850,245,2684



Jonathan Dickinson State Park FLAP Phase I Trail

Hobe Sound, Florida

The Nature of Firm's Responsibility

GS&P was selected for this FDEP trail development project consisting of a 4.5-mile long, 12-foot wide, multi-use trail and construction of a safety-lighted crosswalk on US 1. The majority of the trail is along the existing footprint of the Old Dixie Highway and includes the removal of the existing roadbed and recycling as much of it as possible to build the multi-use trail. The section of trail east side of US 1 and adjacent to the Hobe Sound National Wildlife Refuge will have a concrete surface. The rest of the trail will be built using recycled asphalt as much as possible for the base with a new asphalt overlay for the trail surface. Miscellaneous activities include clearing/grubbing, grading, excavation and pavement marking among others. Also included is an interpretive kiosk with benches at a location to be determined where a 20-foot section of the original roadway will be preserved. GS&P developed all the construction documents (plans and specifications) with related cost estimates; and applied for and obtained all federal, state, and local permits and approvals necessary to construct the improvements.

Challenges and Lessons Learned

Permitting through SFWMD was difficult due to alignment changes.

Tyler Strickland, P.E., J.D., Project Manager

Todd French, P.E., Project Engineer

Josh Hill, Designer/Plan Preparation

Date Completed

Construction completed in 2017

Project Owner

Ryan Asmus, P.E. FDOT Project Manager FDOT District 2 1109 S. Marion Avenue Lake City, FL 386.961.7443

Project Agency

Robert Farley, Previous Town Manager Stacy Tebo, Town Manager Town of White Springs P.O. Drawer D, 10363 Bridge Street, White Springs, FL 32096 386.397.2310



SR 100 Signing and Lighting

White Springs, FL

The Nature of Firm's Responsibility

The Town of White Springs worked with GS&P and FDOT to enhance the scenic and historic atmosphere of White Springs by replacing old street lights and signs with historically influenced ones for the downtown area. In addition to the street lights and sign replacements, there were added pedestrian lights and sidewalks along SR 100 which also reflect the historical significance of White Springs, FL.

Challenges and Lessons Learned

Challenges included avoiding impacts in a 100+ year old historic community, specifically asbestos water mains and clay sewer pipes, and avoidance of right-of-way impacts and other existing features such as large trees.

Lessons learned include techniques to gather data when records are scarce - the project team had to rely on oral history, i.e. former municipal employees, to identify areas in which these pipes exist. The project team was then able to have certain locations and depth verified to find the shallowest pipes.

Another lesson: be creative. GS&P designed straddle foundations for the street lights that maintained design standards within limited right-of-way. This prevented impact to other above or below ground utilities, as well as existing features such as walls and large oak trees, and it prevented reduced sidewalk width, avoiding ADA violations.

2. Provide names and descriptions of projects for which the firm is presently under contract that demonstrate capabilities and qualifications for this work category.



FDOT District 3 - Districtwide Traffic Operations and Access Management

Northwest, Florida

The purpose of this contract is to provide a diversified range of professional services including conducting traffic operational and safety studies, performing professional engineering services to support the traffic regulation approval process, and to provide miscellaneous traffic operations technical services. Study types included: signal warrant analysis, intersection analysis, arterial studies, composite studies, school studies, roadway characteristic inventory analysis and updates, roundabout studies and traffic impact studies.

The analysis and conceptual recommendations are used in the development of construction plans. These mechanisms are incorporated into traffic operational and safety improvement projects for FDOT's work program, or in the case of traffic signal timing plans, implemented directly into the field.

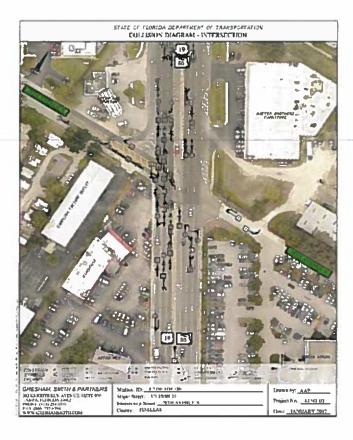
Other tasks include assisting District Traffic Operations staff in reviewing various plan sets, traffic analyses and their associated design impact for compliance with FDOT standards, specifications, and other governing documents.

FDOT District 3 - Districtwide Minor Design

Northwest, Florida

Working as a subconsultant, GS&P completes task work order based minor design assignments. Currently, GS&P is working on a sidewalk project for the City of Parker. Design tasks may include roadway design, drainage design, utility coordination, traffic signal design and lighting design.





FDOT District 7 - Districtwide Access Management Safety Studies

Tampa, Florida

The purpose of this contract is to provide professional services for performing traffic engineering safety studies related to access management. This will result in specific access management related improvement recommendations which will prompt improved safety for all road users. The focus is analyzing crashes at median openings and driveways, either at individual locations or along a corridor.

The study type included in this contract is composite study. The studies may include traffic signal warrant analysis, intersection delay analysis, traffic counts, intersection and arterial inventory, crash analysis, travel time and delay studies, qualitative assessment of intersections, weave analysis, and project benefit cost ratio and net present value evaluation of crash reduction benefits.



FDOT District 3 - SR 20 (Blountstown Street), from Pensacola Street to US 90, Resurfacing, Rehabilitation and Restoration Design

Tallahassee, Florida

Working as a subconsultant on this FDOT District 3 project, GS&P completed an ADA study for the entire project limits and is currently designing a full signalized intersection replacement of a strain pole/span wire system with a mast arms system at the busy SR 20/US go intersection in Tallahassee. The new signal system will accommodate additional signal phases and upgraded pedestrian signals. Pedestrian lighting modeling and design to meet full reconstruction lighting criteria for the intersection is also GS&P's design responsibility. Challenges on this project include placement of signal and light poles to minimize utility impacts and providing a signal design that can be installed while the current system remains operable.

GS&P is prequalified by FDOT to perform the following services:

WORK GROUP 2

Project Development and Environmental (PD&E) Studies:

☑ 2 o Project Development and Environmental (PD&E) Studies:

WORK GROUP 3

Highway Design Roadway:

☑ 3.1 Minor Highway Design

☑ 3.2 Major Highway Design

WORK GROUP 4

Highway Design - Bridges:

☑ 4.1.1 Miscellaneous Structures

☑ 4.1.2 Minor Bridge Design

4.2.2 Major Bridge Design - Steel

WORK GROUP 5

Bridge Inspection:

☑ 5.1 Conventional Bridge Inspection

☑ 5.4 Bridge Load Rating

WORK GROUP 6

Traffic Engineering & Operations Studies:

☑ 6.1 Traffic Engineering Studies

☑ 6.2 Traffic Signal Timing

☑ 6.3.1 Intelligent Trans Sys Analysis and Design

☑ 6.3.2 Intelligent Transportation Systems Implementation

☑ 6.3.3 Intelligent Transportation Traffic Engineering Systems
Communication

☑ 6.3.4 Intelligent Transportation Systems Software Development

WORK GROUP 7

Traffic Operations Design:

7.1 Signing, Pavement Marking and Channelization

☑ 7.2 Lighting

☑ 7.3 Signalization

WORK GROUP 13

Planning:

☑ 13.3 Policy Planning

☑ 13.4 Systems Planning

☑ 13.5 Subarea/Corridor Planning

☑ 13.6 Land Planning/Engineering

WORK GROUP 14

Architect:

14.0 Architect

WORK GROUP 15

Landscape Architect:

☑ 15 o Landscape Architect

3. Describe the Firm's quality control process and procedures for insuring that current design standards, codes and other regulatory policies are utilized by staff in project design for this Work Category.

Commitment to Quality

GS&P's PIC/QC, Tyler Strickland, and Project Manager, Jennifer Vrynios, will work closely together to control the project with a proactive focus on anticipation and avoidance of potential issues. Regardless of the schedule, our team is fully committed to quality and will follow specific QA/QC procedures, as well as our five-step transportation Quality Program.

The goal of our Quality Program is to bring focus to the improvement of our work products. Our firm as a whole and every GS&P professional are committed to a continual process of planning for quality, understanding project risk, communicating with the team, implementing the plan through scheduled project reviews, and improving the quality program in every aspect of our practice.





Project Plan – The intent of the project plan is to document GS&P's processes and procedures specific to this project. The amount of detail varies based on the size, type of project, experience, complexity and the amount of identified risk. The plan is to be discussed by all team members and details the importance of how the team will meet the Client's expectations and our agreement requirements.



Project Meetings – Prior to planning or environmental activities, each project will have a kickoff meeting that will communicate the scope, budget and schedule. Regular project meetings then will be held during the life of the project to ensure communication between the team. The team is also encouraged to conduct phase kickoff meetings for projects that have long project schedules between delivery phases or whenever team members change.



On-Team Reviews – Each project will have on-team reviews, checking the work that was performed by the team that performed it. Checklists are available for each discipline to aid in the on-team review. Calculations must also be checked, including spreadsheets and hand calculations.



Off-Team Reviews – Each project will have off-team reviews, checking the daily technical work of the project. For multiple discipline projects and for subconsultant work, each discipline will have a qualified professional not directly involved in the project review the work.



Curtain Call Meetings – Each project will have a curtain call meeting to review the positive and negative aspects of the project. Results will be documented and distributed for review by other team members to apply to future projects.

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.

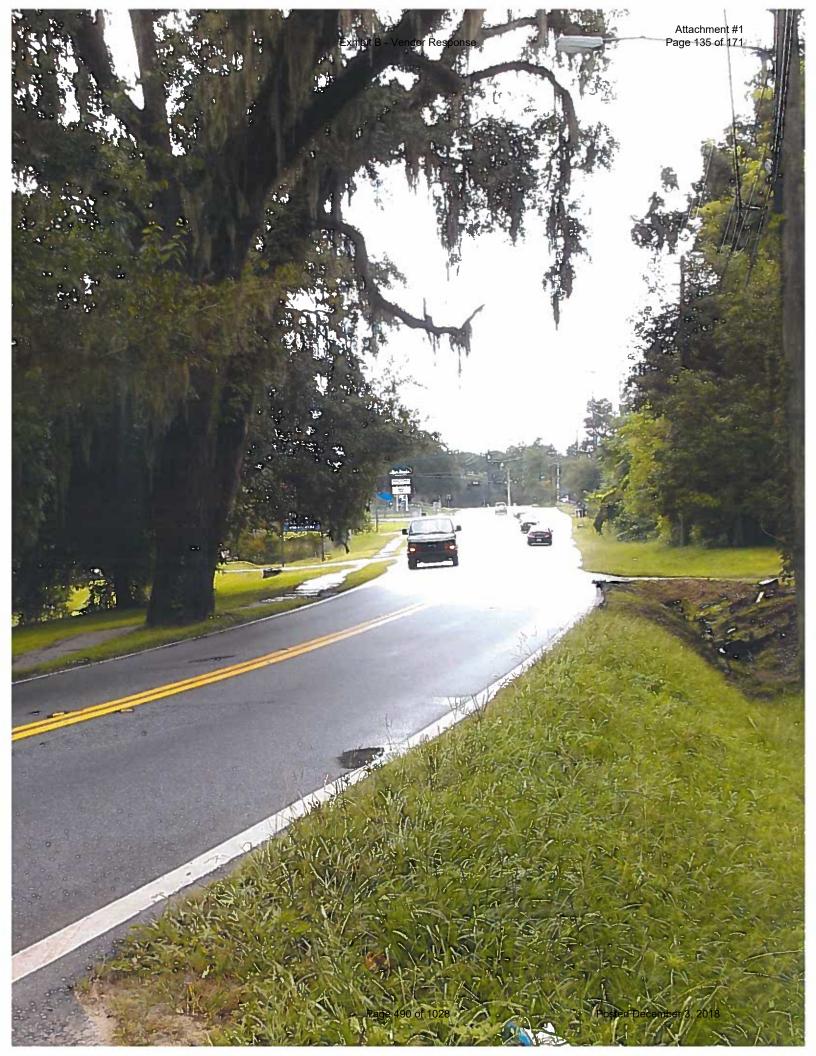
The GS&P team will have at its disposal the unconditional use of the absolute latest and best research, design, planning, simulation and modeling technology software. Within Florida, we have over 125 personnel that can be pulled from to service this contract. GS&P uses Newforma to manage information for projects and Microsoft Project for producing and maintain project schedules. Other software that is used includes: AutoCAD Civil 3D, Microstation SS4, GeoPak, ICPR, ASAD, Perc Pac, AGi32, Signal 4, HCS, Synchro, VISSIM, Sidra, Revit, Inventor, 3Ds Max, and Navisworks. If the County requires documents to be electronically signed and sealed, GS&P uses Identrust and is familiar with this process. Additionally, we have local staff that are Advanced MOT certified to provide temporary traffic control plans as required.

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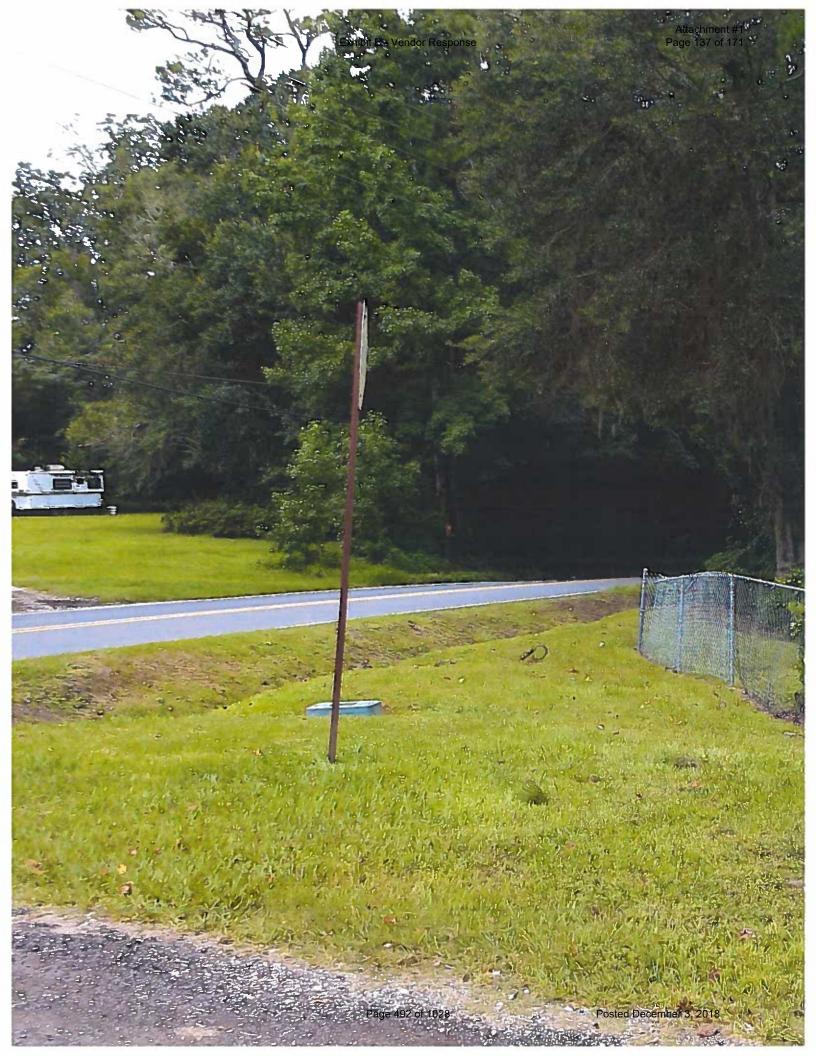


Synchro





Section C Willingness to Meet Schedule and Budget Requirements



1. Contract Time: 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.

The success of a project is measured not only by the outcome of the design and construction, but also by the ability to manage the project's schedule and budget to Leon County's satisfaction.

Schedule

Detailed scheduling will be performed at the start of the project and provided to Leon County for discussion and approval. The schedule will outline each specific task to be completed and broken down into each discipline involved in the work will be based on critical path items. During the project, the schedule is reviewed at a weekly in-house progress meeting to ensure that no task is behind, as well as to discuss the resources required for each project task in progress. By defining the team member roles at the beginning and providing specific task assignments, each team member knows exactly what is expected of them.

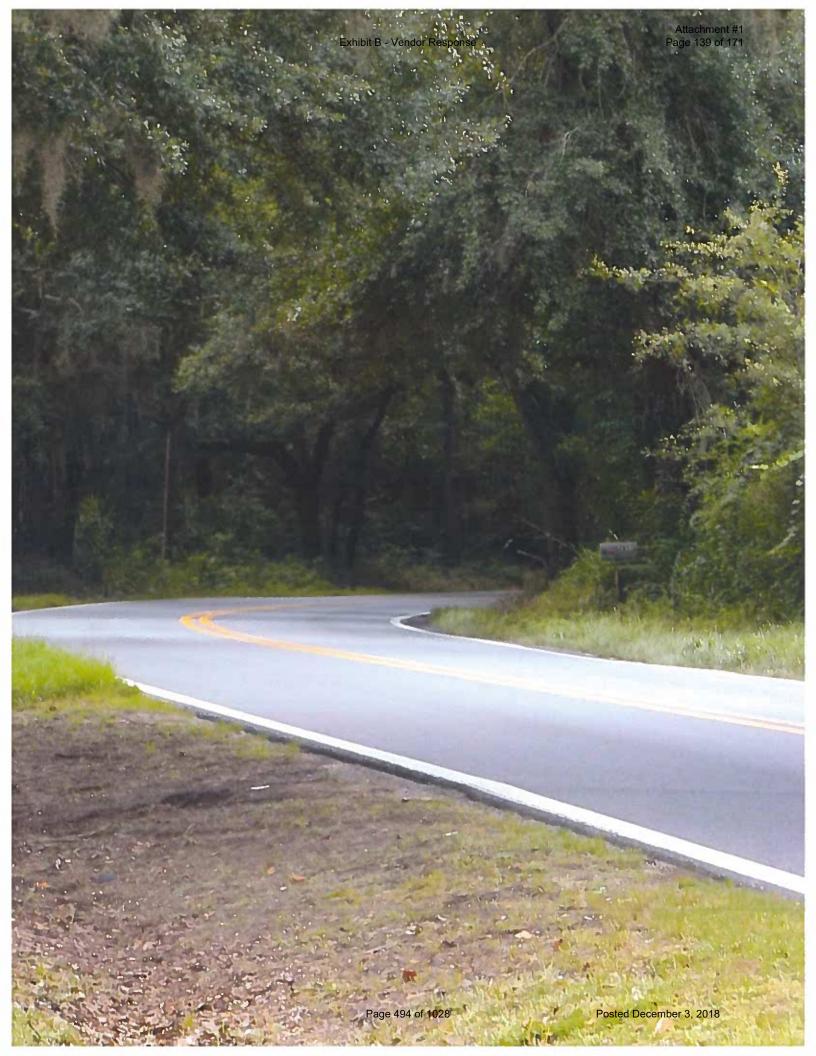
GS&P has the tools such as Microsoft Project, to support the project team. These tools combined with the experience of our team can anticipate situations that may affect the project schedule and implement corrective action to quickly mitigate the delay.

Budget

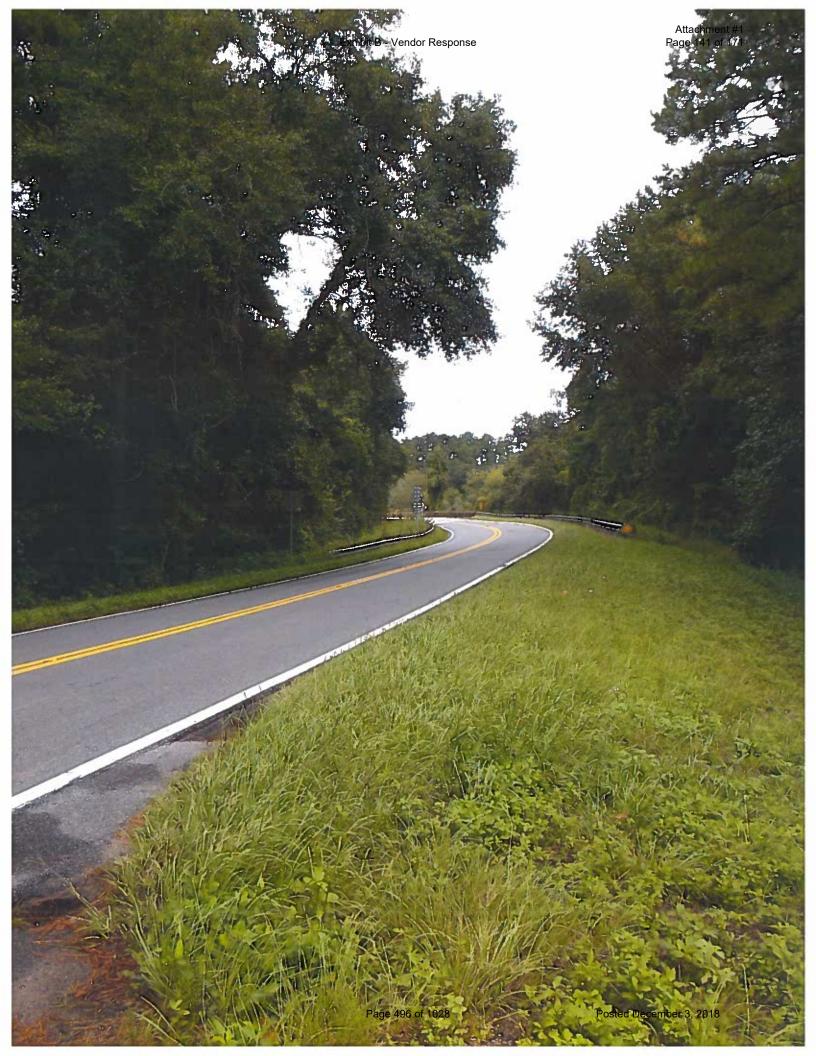
For continuous cost control and monitoring, GS&P assigns a dedicated in-house project accountant that is responsible for working with the Project Manager to develop monthly invoicing. GS&P also conducts bimonthly business review meetings with individuals outside of the day-to-day project management to confirm that project scopes, interim milestones, and associated budgets are being properly managed.

Another tool available to the Project Manager is GS&P's customized internet-based cost management software, Vision. This program is used to assess workload requirements and estimated costs to complete the project tasks and assignments, as well as all relevant project information including project status, remaining budgets vs. future work, labor costs, expenses, staff availability and assignments, accounts receivable, subconsultant invoicing and budget tracking, QC scheduling and project reviews.

These project management methods along with the Vision program have proven successful with our past projects and have continually led to meeting our clients' cost and schedule requirements.



Section 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.

Projects Currently Under Contract

Client	Project Name and Location	Description	Anticipated Completion Date
FDOT District 3	Districtwide Traffic Operations & Access Management	Task order based traffic and safety review, analysis and improvement recommendations for intersections and roadway segments	9/2021
FDOT District 3	SR 20 (Pensacola St. to US 90) RRR	Reconstruction of SR 20/US go signal system and addition of pedestrian lighting	1/2019
FDOT District 3	Districtwide Miscellaneous Minor Design	Task order based minor design including roadway, intersection, sidewalk and drainage design	12/2026
FDOT District 7	Districtwide Access Management Safety Studies	Traffic engineering safety studies related to access management	9/2021

2. Describe the firm's ability to meet the compressed delivery schedule due to grant constraints of project design completion by June 30, 2019.

Our personnel and resources are regularly involved in multiple projects simultaneously. However, at GS&P, we have a policy of carefully re-evaluating our present commitments prior to taking on new ones. This helps to ensure we do not exceed the capacity of our resources and are able to maintain a reputation for providing exceptional quality and customer service to each and every one of our clients. As a general rule, GS&P maintains a firmwide commitment level of approximately 75%, leaving room for our project managers to devote 100 % of their time to a particular project during any critical phases. This also ensures our principal-in-charge and project manager are easily accessible throughout the life of your project should any additional needs or issues arise. As prime consultant, GS&P encourages our subconsultants to utilize a similar standard so as to help ensure that our entire project team is available to you immediately for any needs that arise during the course of the project.

We will have local staff immediately available to work on this contract. Additionally, with a company size of approximately 900 employees, we have the resources to bring additional staff to a project as needed, to ensure that the project schedule is met.

Availability Table Jarrod Lee, EI Tyler Strickland, P.E., J.D. 20% **Brandon Anderson** Jennifer Vrynios, P.E., PTOE Todd French, P.E. Audra H. Hayden, P.E. (EGS) Meredith Hurd, P.E. Jay A. Keri, P.S.M. (Poole) Joshua Hill Jeffrey K. Roberts. P.E. (Michael Baker) Jay Bockisch, P.E., PTOE Daniel Scheer, P.E. 80%









Section E Effect of Project Team Location



Effect of Project Team Location: Leon County Local Preference Ordinance is not applicable to this project.

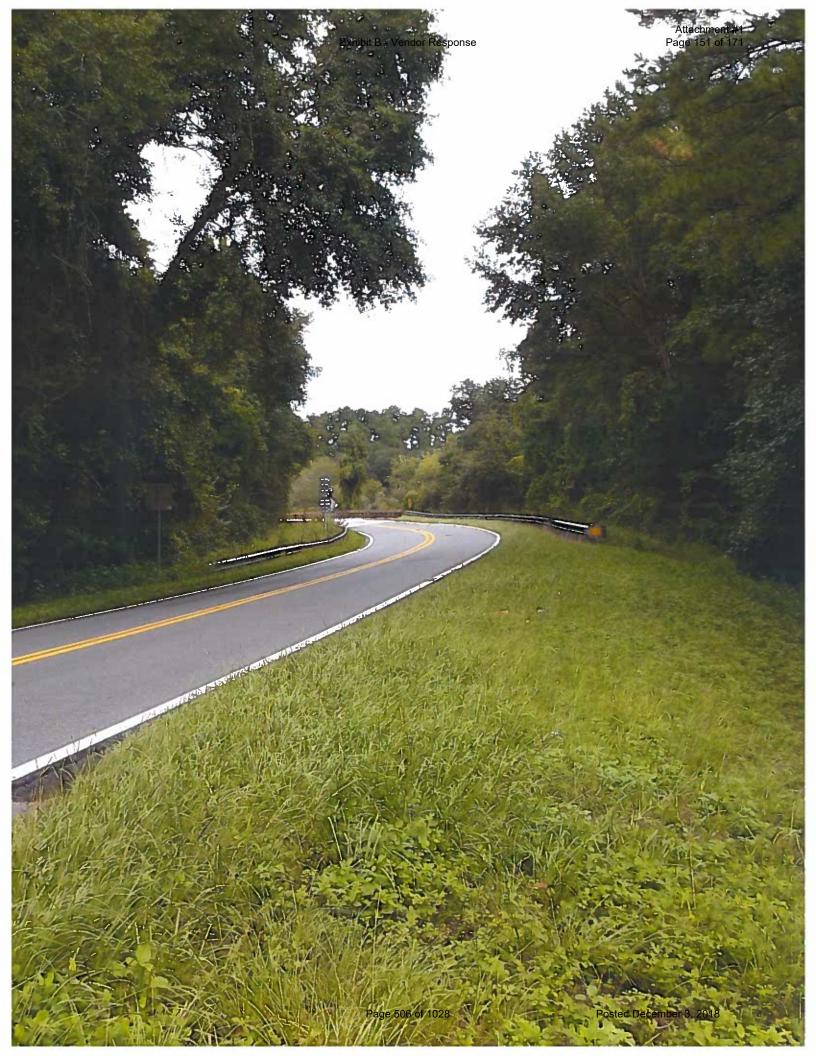
While it is not required, GS&P is located in Leon County, just six miles from Leon County's office. The proximity of our office enables our staff to be readily available to meet with Leon County staff when needed. GS&P also has regional offices, including locations in Tampa, Atlanta and Birmingham, that can quickly offer highly-experienced transportation engineering staff, should it be needed.

"I always enjoy driving Old Bainbridge Road – it's a pretty drive, peaceful, winding and rolling. While driving along it I also realize the need for improving driver safety – a few simple improvements will enhance the safety of the drive for everyone."

Jennifer Vrynios, P.E., PTOE | Project Manager



Section F Approach to Project



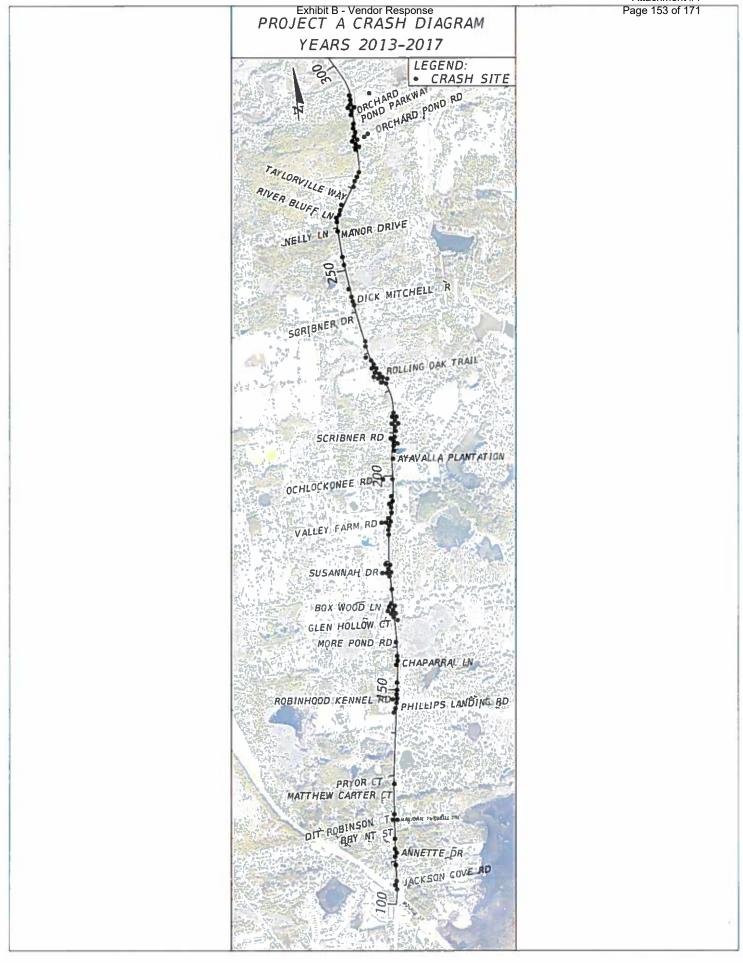
Present in concise terms the company's approach to the design and permitting of the safety improvements on Old Bainbridge Road (CR 361) from SR 63 (US 27) to Gadsden County Line and at Knots Lane which is located on Old Bainbridge Road approximately 1,000 feet south of West Tharpe Street. The project approach should utilize the existing ROW, not redesign the roadway and also include the aspects of traffic maintenance and utility adjustment.

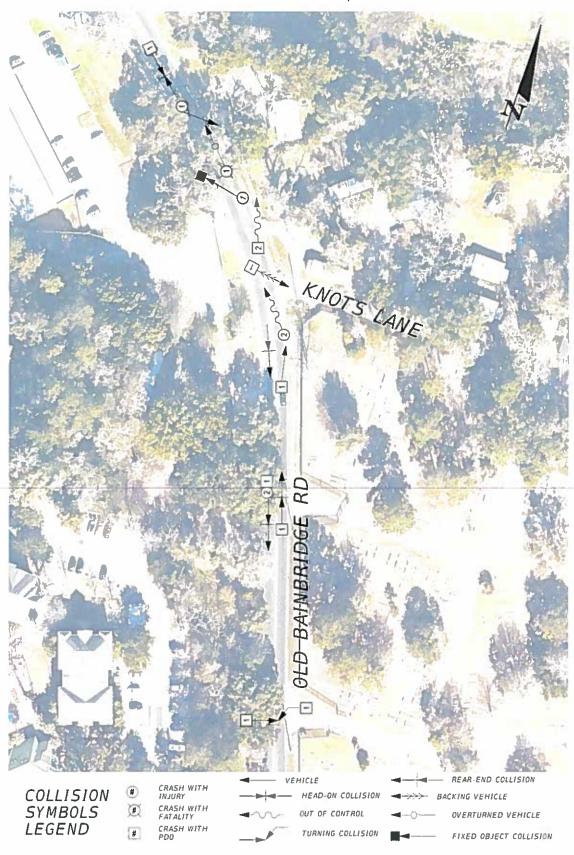
Project Understanding

The segment from US 27 to the Leon/Gadsden County Line (Project A) had 120 crashes in the last five years, including two fatalities. This segment is outside of the County's canopy road protection zone. It has narrow (11-foot) lanes and numerous curves, including an s-curve near the St. Paul Missionary Baptist church. Initial recommendations include adding reduced speed ahead and curve warning signage, object markers, piping deep ditches at curves, shoulder widening on inside and outside of curves, audible pavement markings in appropriate locations and the possible use of guardrail and speed radar feedback signs.

Safety enhancements are needed near Knots Lane (Project B) because many crashes have occurred here; 16 in the five-year period of 2013 through 2017, including a fatality. This segment is outside of the County's canopy road protection zone, that has narrow lanes and curves at Knots Lane with a power pole on one side and tree on the other; both the pole and tree have been hit. Street lights have been added to the power poles, however, no warning signage exists. Initial recommendations include the addition of warning signs and markers and possibly piping the ditch.

The following figures on the next page show the crash data from year 2013 through 2017 and the safety improvement concept.





CRASH DATA DIAGRAM YEARS 2013-2017

PROJECT B

Page 510 of 1028

Posted December 3, 2018

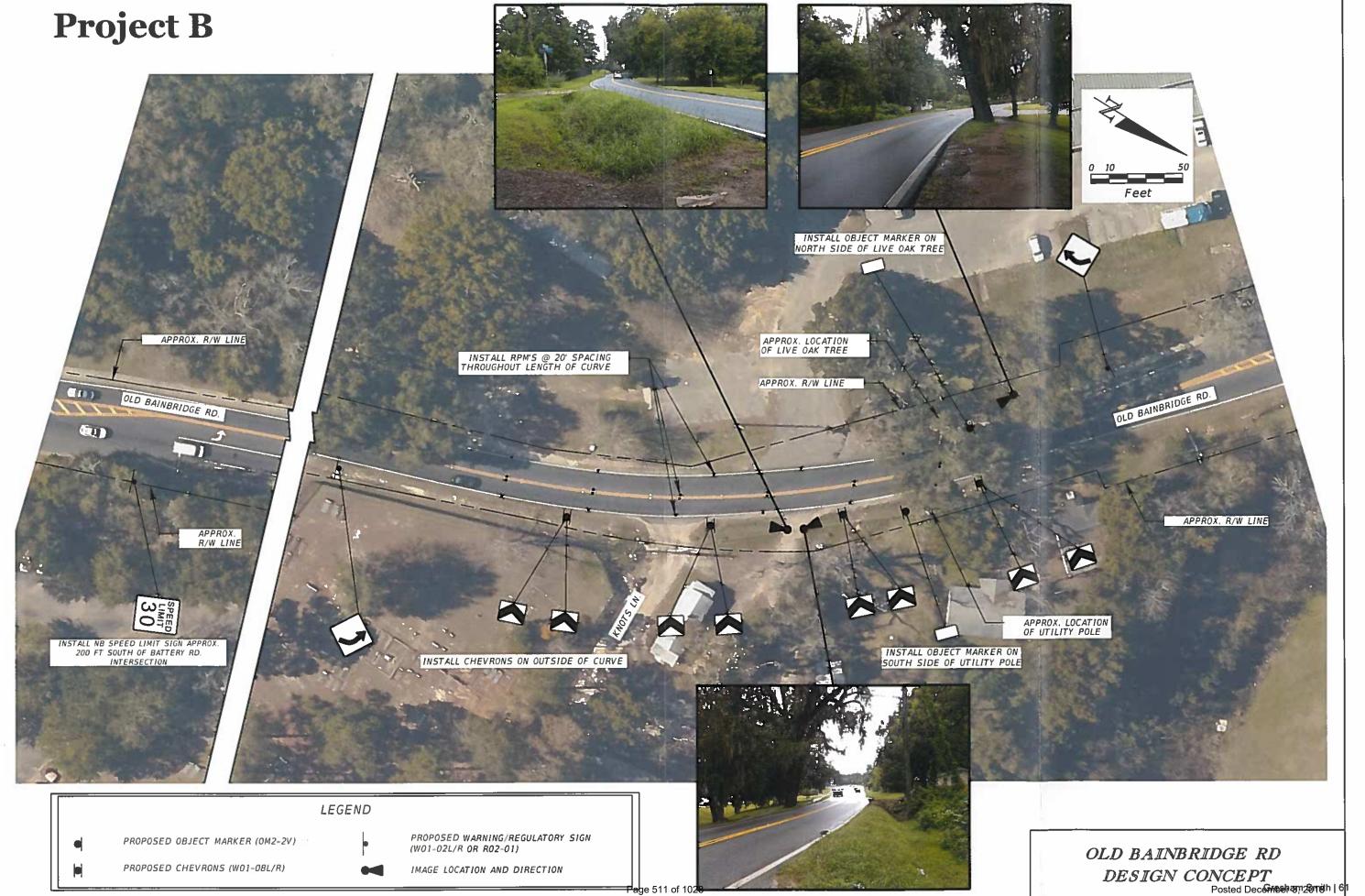


Exhibit B - Vendor Response

Section

Attachment #1 Page 156 of 171

Project Approach - Tasks and Schedule

Based on review of the project schedule proposed in the RFP, we recommend modifications to the schedule to get buy-in on the proposed enhancements early in the process and to provide Leon County more time for plan review. This concept eliminates the 30% submittal, and instead provides an enhancement concept for each project for discussion and agreement. The proposed revised schedule and deliverables are noted in the table below.

Each project will start with a kick-off meeting with the Leon County project managers, George Su and Felton Ard, to discuss project concerns, construction budget, and schedule and agree on the level of detail required in the plans. The next step will be to validate and/or identify new safety enhancement recommendations from previous study efforts by evaluating the newer crash data (2013-2017). The focus for the enhancement concept recommendations will be to provide low cost and simple to implement, yet effective, safety enhancements. The next step will be to determine the permits required and the cost of the improvements, in order to evaluate which improvements are appropriate given the time and budget constraints of the project. Project impacts to wetlands, other surface waters, protected trees, karst features, floodplain, stormwater management and attenuation, and impaired water bodies will be identified to determine if an exemption applies or if a permit review is needed.

Exemptions for most safety projects are available and will be identified to reduce project costs and time delays. At no cost, the Northwest Florida Water Management District has the Exemption Self-Certification Module available online to aid in providing exemption documentation on smaller projects that do not require an Environmental Resource Permit. If permits are required we will work closely with permitting staff at Leon County Growth Management, as well as US Army Corps of Engineers, and Northwest Florida Water Management District to ensure that all designs are the most efficient at meeting each agency's requirements, thereby expediting the permitting process.

Once Leon County agrees with the enhancement concepts, plan production will begin. Aerial based plan sheets will be used throughout the project limits and will be enhanced with field survey where deemed necessary. This will save budget and time, and GS&P has used this method successfully on safety enhancement projects for FDOT District 3. Monthly project status meetings will be held with George and Felton to make sure the projects proceed on schedule.

GS&P is the only local Tallahassee firm trusted by FDOT to complete Districtwide Safety Studies, Traffic Operations, and Minor Design. Your safety enhancement project along Old Bainbridge Road incorporates elements from all three of our Districtwide contracts.

Task/submittal	Original Date	Proposed Date
Project Notice to Proceed	12/15/18	12/15/18
Enhancement Concepts		1/21/19
Approval of Enhancement Concepts		2/4/19
30% Design Plans	3/1/19	N/A
60% Design Plans	4/1/19	2/18/19
90% Design Plans and Draft Bid Documents	4/30/19	4/22/19
Final Design Plans and Completed Bid Documents	5/30/19	5/30/19



Section G Forms

Attachment #1 Page 160 of 171

Attachment #6

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION TRUTH IN NEGOTIATION CERTIFICATION

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Gresham, Smith and Partners

Name of Consultant

Attachment #1 Page 161 @754750-50 PROCUREMENT

STATE (EXIGNIZED FOR MEMORY OF THE STATE OF STAT

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

l agree not to engage in	oid tampering, pursuant to Sec	tion 838.22, Florida Statutes.	
		s could result in the termination of my work punishable in accordance with Section 838.	
Advertisement No./ Solicitation No	Description		Financial Project Number(s)
BC-08-28-18-50	Design Services for Old	Bainbridge Road Safety Improvements	436621-1-38-01
Each un		the terms of this Conflict of Interest/Confid	entiality Certification.
R. Tyler Strickland		R. Tyli Stings	08/21/18

Exhibit B - Vendor Response

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS

PROCUREMENT 10/01

375,030,33

(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: <u>Gresham, Smith and Parnters</u>	
By: R. Tyler Strickland	Date: 8/28/2018
Authorized Signature: Jennefor Seynios	for Tyle Strickland
Title: State Transportation Leader - Florida	0 0

Attachment #1
Page 163 of 171
Attachment #11
375-030-34
PROCUREMENT
02/16

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DISCLOSURE OF LOBBYING ACTIVITIES

Is this form applicable to your firm?
YES NO IN
If no, then please complete section 4 below for "Prime"

a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award		3. Report Type: a. initial filing b. material change For Material Change Only: Year: Quarter: Date of last report: (mm/dd/yyyy)		
4. Name and Address of Reporting E X Prime	ee f known:	5. If Reporting Ent Address of Prime: Congressional Dis	trict if known:		
6. Federal Department/Agency:		7. Federal Progra	m Name/Description:		
8. Federal Action Number, if known	:	9. Award Amount, if known: \$			
10. a. Name and Address of Lobby (if individual, last name, first		b. Individuals Per different from No (last name, first t			
11. Information requested through this form is U.S.C. section 1352. This disclosure of lo material representation of fact upon which by the tier above when this transaction winto. This disclosure is required pursuant This information will be available for public person who fails to file the required discloto a civil penalty of not less than \$10,000 \$100,000 for each such failure.	obbying activities is a h reliance was placed as made or entered to 31 U.S.C. 1352. Ic inspection. Any osure shall be subject	Print Name: R. Ty Title: State Transp	ler Strickland, P.E., J.D. ortation Leader - Florida 60-219-8404 Date (mm/dd/yyyy): 08/21/2018		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

- 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: R. Tyler Strickland, P.E., J.D., State Transportation Leader - Florida

Firm:

Gresham, Smith and Partners

Address: 2073 Summit Lake Drive Suite 155 Tallahassee, FL 32317

- 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:	/- /	1 4	
		_	-

Title: Vice President

Firm: Environmental & Geotechnical Specialists, Inc.

Address: 104 North Magnolia Drive; Tallahassee, FL 32301

- 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:

Poole Engineering & Surveying, Inc.

Address: Z145 Detta Blud., Svite 100, Talla. FL 32303

- 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:

Associate Vici

ce President

Firm:

Michael Baker Intil

Address:

2316 Killearn Center Blud, ste 2

32309

ATTACHMENT # 13 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 with a rating of no less than A:VII?	by Best
	✓ YES □ NO	
31	Commercial General Indicate Best Rating: A+ Liability: Indicate Best Financial Classification: XV Hartford Underwriters Insurance Company	•
	Business Auto: Indicate Best Rating: A+ Indicate Best Financial Classification: XV	
_	Hartford Casualty Insurance Company	•
	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 load. A:VII?	ess than
	X YES NO	
	Indicate Best Rating: A+ Indicate Best Financial Classification: XV	
	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 agreement?	services
	□ YES □ NO	
Insu	rance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insu	rers will

have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

we

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 prov	ided as follows: Our current policies state that anyone with whom we agree in a contract is an additional insured will be an
Additional insured (Leon County, Florida, General Liability & Automobile Liability	its Officers, employees and volunteers) -additional insured under those policies; therefore, no separate endorsement is necessary for Additional Insured.
Primary and not contributing coverage- General Liability & Automobile Liability	2
Waiver of Subrogation (Leon County, Flo Automobile Liability, Workers' Compensa	rida, its officers, employees and volunteers) - General Liability, tion and Employer's Liability
Thirty days advance written notice of o Worker's Compensation & Employer's Lia	ancellation to County - General Liability, Automobile Liability, bility.
Claims will be directed to Carl Munkel Gresham Smith	, Director of Risk Management (person/agency) at (address/fax/e-,mail) for investigation and appropriate handling.
Please mark the appropriate box:	
Coverage is in place Coverage will be placed	, without exception \square
The undersigned declares under penalty of perjodic	ury that all of the above insurer information is true and correct.
Name Carl Munkel Typed or Printed	Signature au //un
Date 8/22/17	Title Director of Risk Management
	(Company Risk Manager or Manager with Risk Authority)

(Company Risk Manager or Manager with Risk Authority)

ATTACHMENT # 14 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

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

January Vignins fa Lyle Strickleand

R. Tyler Strickland, P.E., J.D., State Transportation Leader - Florida

Title

Gresham, Smith and Partners

Contractor/Firm

ATTACHMENT #15 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: Gresham, Smith and Partners	
Signature: R. Toph Steelas	Title: State Transportation Leader - Florida
STATE OF LOCAL COUNTY OF LOCAL Sworn to and subscribed before me this 21-54 day of	of August 2018
Personally known OR Produced identification	NOTARY PUBLIC Notary Public - State of Florida
S 362758774440 (Type of Identification) 12/4/19	My commission expires: 10/30/202/
	Printed, typed, or stamped commissioned name of notary
The signee of this Affidavit guarantees, as evidenced	d 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.

OLD BAINBRIDGE RD. from US-27 to COUNTY LINE

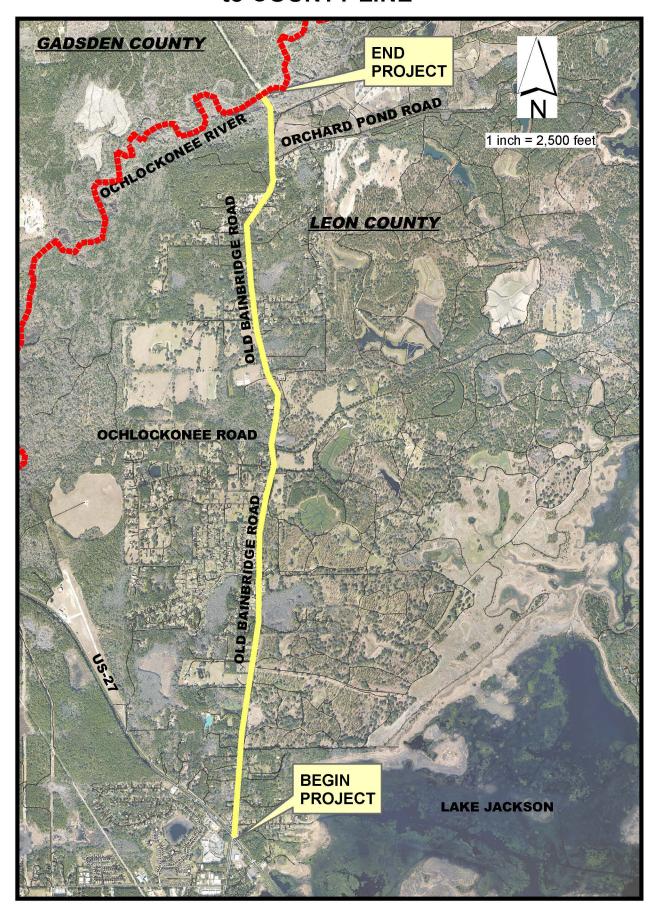


Figure 1. Project Location Map

Posted December 3, 2018

HARPE STREET END PROJECT COMMERCIAL PARK DRIVE KNOTSLN BEGIN **PROJECT** La 2002 - 0 100 2 1579

OLD BAINBRIDGE ROAD AT KNOTS LANE

Figure 1. Project Location Map

Leon County Board of County Commissioners

Agenda Item #10

September 20, 2017

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Local Agency Program Agreement between Leon County and Florida

Department of Transportation for the Design of Safety Improvements on Old

Bainbridge Road from North Monroe Street to the Gadsden County Line

Review and Approval:	Vincent S. Long, County Administrator	
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services	
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Design George Su, P.E., Senior Design Engineer	

Statement of Issue:

As requested by Leon County, the Florida Department of Transportation (FDOT) has awarded Leon County \$48,750 for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line to address the high number of lane departure crashes along this segment. To receive the funding, Board approval of a Local Agency Program Agreement, Resolution, and budget amendment is required.

Fiscal Impact:

This item has a fiscal impact. This agenda item realizes \$48,750 from the Florida Department of Transportation (FDOT) toward the project costs for the design of safety improvements.

Staff Recommendation:

Option #1: Approve the Local Agency Program Agreement with Florida Department of

Transportation for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line (Attachment #1), and

authorize the County Administrator to execute.

Option #2: Approve the Resolution for the Local Agency Program Agreement as referenced

in the Locally Funded Agreement for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line

(Attachment #2), and authorize the Chairman to execute.

Option #3: Approve the Resolution and associated Budget Amendment Request realizing

\$48,750 from the Florida Department of Transportation into the County budget

(Attachment #3).

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Design of Safety Improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line

September 20, 2017

Page 2

Report and Discussion

Background:

This item seeks Board approval of the proposed Agreement between Leon County and FDOT to design safety improvements on Old Bainbridge Road from North Monroe Street (US27, SR63) to the Gadsden County Line. The funding of \$48,750 for project design will be reimbursable by FDOT through this Agreement. This item also seeks Board approval of the Resolution as required by FDOT in paragraph one of the Agreement.

Old Bainbridge Road, between North Monroe Street and the Gadsden County Line, is a 3.7 mile two-lane paved County maintained minor arterial (rural) road outside the Canopy Road Protection Zone (Attachment #4). The adjacent land use is primarily residential. The posted speed limit is 45 miles per hour for this segment and the Average Annual Daily Traffic (AADT) volume is approximately 4,132 vehicles per day (south of Orchard Pond Road in 2012). This segment of roadway has no sidewalks, median, bike lanes, street lighting, or traffic signals.

A qualitative assessment was conducted on April 11, 2014 to observe the existing roadway conditions in the field and develop potential corrective measures. Crash analysis data was conducted through the compilation of five years of crash reports from 2008 to 2012. There were a total of 68 crashes during the five-year study period, which includes four fatalities (three motorcycles impaired) and four serious injuries. Thirty-two (47%) of the 68 crashes were coded as Lane Departure and nine (7%) were coded as Intersection or Intersection and Lane Departure.

Due to the high crash rates, this section of Old Bainbridge was selected by Leon County Public Works Department in 2014 to apply for Highway Safety Improvement Program (HSIP) funds to improve the roadway safety and reduce traffic fatalities and serious injuries. The application was approved by FDOT on November 28, 2014. According to the current FDOT Five Year Work Program schedule, \$48,750 for design has been budgeted for the 2017-2018 Fiscal Year and \$522,984 for construction will be available for the 2018-2019 Fiscal Year.

Analysis:

The project goal is to address the Lane Departure type crashes along this segment of Old Bainbridge Road. The existing roadway has two 11' lanes with limited or no shoulders. The existing advanced warning and advisory signs for the horizontal curves along this route do not conform to the existing standards for placement or retro-reflectivity. Potential improvements include enclosure of steep ditches directly adjacent to the edge of pavement, new signage, upgraded pavement markings, delineators, tree trimming, and shielding of obstructions.

If the Agreement is approved, it is anticipated that the project design selection process will begin in the Winter 2017, and all design activities will be completed by the end of December 2018. After design work is complete, another LAP Agreement will be presented for the funding of construction to begin Spring 2019.

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Design of Safety Improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line

September 20, 2017

Page 3

Options:

- 1. Approve the Local Agency Program Agreement with Florida Department of Transportation for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line (Attachment #1), and authorize the County Administrator to execute.
- 2. Approve the Resolution for the Local Agency Program Agreement as referenced in the Locally Funded Agreement for the design of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line (Attachment #2), and authorize the Chairman to execute.
- 3. Approve the Resolution and associated Budget Amendment Request realizing \$48,750 from the Florida Department of Transportation into the County budget (Attachment #3).
- 4. Do not approve the Local Agency Program Agreement with Florida Department of Transportation.
- 5. Board direction.

Recommendation:

Options #1, #2, and #3.

Attachments:

- 1. Proposed Local Agency Program Agreement
- 2. Resolution approving Local Agency Program Agreement
- 3. Resolution and associated Budget Amendment Request
- 4. Project Location Map

Leon County Board of County Commissioners

Agenda Item #9 September 20, 2017

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Local Agency Program Agreement between Leon County and Florida

Department of Transportation for the Design of Safety Improvements on Old

Bainbridge Road at Knots Lane

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Services Felton Ard, P.E., Customer Support Engineer

Statement of Issue:

As requested by Leon County, the Florida Department of Transportation (FDOT) has awarded Leon County \$54,321 for the design of safety improvements on Old Bainbridge Road at Knots Lane to address the high number of Run Off Road (ROR) crashes along this roadway segment. To receive the funding, Board approval of a Local Agency Program Agreement, Resolution, and budget amendment is required.

Fiscal Impact:

This item has a fiscal impact. This agenda item realizes \$54,321 from the FDOT toward the project costs for the design of safety improvements on Old Bainbridge Road at Knots Lane.

Staff Recommendation:

Option #1: Approve the Local Agency Program Agreement with Florida Department of

Transportation for the design of safety improvements on Old Bainbridge Road at Knots Lane (Attachment #1), and authorize the County Administrator to execute.

Option #2: Approve the Resolution for the Local Agency Program Agreement as referenced

in the Locally Funded Agreement for the design of safety improvements on Old Bainbridge Road from Knots Lane (Attachment #2), and authorize the Chairman

to execute.

Option #3: Approve the Resolution and associated Budget Amendment Request realizing

\$54,321 from the Florida Department of Transportation into the County budget

(Attachment #3).

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Design of Safety Improvements on Old Bainbridge Road at Knots Lane

September 20, 2017

Page 2

Report and Discussion

Background:

This item seeks Board approval of the proposed Local Agency Program Agreement between Leon County and FDOT to design safety improvements on Old Bainbridge Road at Knots Lane. FDOT will provide funding of \$54,321 for project design through this Agreement. This item also seeks Board approval of the Resolution as required by FDOT in paragraph one of the Agreement.

Old Bainbridge Road is a two-lane, paved County-maintained collector road. The proposed project is located on Old Bainbridge Road approximately 1,000 feet south of West Tharpe Street, which is outside the Canopy Road Protection Zone (Attachment #4). The adjacent land use is a mix of residential and commercial. The posted speed limit is 30 miles per hour for this segment of Old Bainbridge Road and the Average Annual Daily Traffic (AADT) volume is approximately 7,600 vehicles per day (south of Homewood Road in 2012).

A qualitative assessment was conducted to observe the existing roadway conditions in the field and to develop potential corrective measures following a number of crashes in the area. Crash analysis data was conducted through the compilation of six years of crash reports from 2009 to 2014. There were a total of 21 crashes during the six-year study period, which includes five incapacitating injury crashes and three non-incapacitating injury crashes. A total of nine crashes (42%) were identified as Run Off Road (ROR) crashes.

Due to the high crash rates, this section of Old Bainbridge Road was selected by Leon County Public Works Department in 2014 to apply for Highway Safety Improvement Program (HSIP) funds to improve the roadway safety and reduce the number of traffic crashes. The application was approved by FDOT on November 28, 2014, and \$54,321 in design funding has been budgeted for the FDOT 2018 Fiscal Year. An additional \$130,647 for construction will be available for the FDOT 2019 Fiscal Year.

Analysis:

The project goal is to address the ROR crashes along this segment of Old Bainbridge Road. Given existing clear zone limitations, potential improvements may include piping of a ditch directly adjacent to the edge of pavement, new signage, upgraded pavement markings, delineators, and resurfacing the project area with a friction course of asphalt.

Title: Local Agency Program Agreement between Leon County and Florida Department of Transportation for the Design of Safety Improvements on Old Bainbridge Road at Knots Lane

September 20, 2017

Page 3

If the Agreement is approved, it is anticipated that the project design selection process will begin in winter 2017, and all design activities will be completed by the end of December 2018. After design work is complete, another LAP Agreement will be presented to the Board for the funding of construction in spring 2019.

Options:

- 1. Approve the Local Agency Program Agreement with Florida Department of Transportation for the design of safety improvements on Old Bainbridge Road and Knots Lane (Attachment #1), and authorize the County Administrator to execute.
- 2. Approve the Resolution for the Local Agency Program Agreement as referenced in the Locally Funded Agreement for the design of safety improvements on Old Bainbridge Road at Knots Lane (Attachment #2), and authorize the Chairman to execute.
- 3. Approve the Resolution and associated Budget Amendment Request realizing \$54,321 from the Florida Department of Transportation into the County budget (Attachment #3).
- 4. Do not approve the Local Agency Program Agreement with Florida Department of Transportation for the design of safety improvements on Old Bainbridge Road at Knots Lane.
- 5. Board direction.

Recommendation:

Options #1, #2, and #3.

Attachments:

- 1. Proposed draft Local Agency Program Agreement
- 2. Resolution approving Local Agency Program Agreement
- 3. Resolution and associated Budget Amendment Request
- 4. Project Location Map

LEON COUNTY PURCHASING DIVISION BID TABULATION SHEET BC-08-28-18-50

Opening Date: Tuesday, August 28 2018 at 2:00 PM Bid Title: Design Services for Old Bainbridge Road Safety Improvements George & Associates Constituting Engineers Gresham Smith kem/Vendor Response Sheet with Manual Signature **DBE** Package Information (FDOT Form #275-030-011) **Public Entity Crimes Statement Truth in Negotiation** Conflict of Interest/ Confidentiality Certification Certification/Debarment Form for Federal **Aid Contracts** Vendor Eligibility Check Form Disclosure of Lobbying Activities on **Federal Aid Contracts** Disclosure of Lobbying Activities Equal Opportunity/Affirmative Action Statement

Tabulated By: Kelley

Insurance Certification

Certification/Debarment Form

Affidavit Immigration

Non Collusion Affidavit

Drug Free Workplace Certification

RECEIVED

7719 AUG 28 PH 2: 01

PURCHASING DIVISION LEON COUNTY

Page 535 of 1028

Seu M Forstund.



Leon County Board of County Commissioners Notice of Short-Listed Vendors

Solicitation Title: Old Bainbridge Road Safety Improvements

Solicitation Number: BC-08-28-18-50

Number of Planholders: 34 Number of Responses Received: 4

The following vendors responded with bids or proposals:

George & Associates Gresham, Smith, and Partners Mead & Hunt Wantman Group

INTENDED SHORT LIST

The following vendors have been short-listed and will be invited to conduct interviews/presentations on October 19, 2018:

George & Associates Gresham, Smith, and Partners Mead & Hunt

BID PROTEST

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 within 72 consecutive hours after posting of this Notice of Intended Decision of Award (excluding Saturdays, Sunday and County holidays). Protestor shall file a formal written bid challenge 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 with the proper bond shall constitute a waiver of all rights granted under the Leon County Purchasing Policy.

POSTING IS VALID FOR 72 CONSECUTIVE HOURS FROM THE DATE AND TIME STATED BELOW, EXCLUDING SATURDAYS, SUNDAYS AND COUNTY HOLIDAYS

CERTIFICATION

I certify that the above statements are correct. I further certify that this award is in accordance with the County Purchasing Policy and applicable Florida statutes.

Shelly Kelley	Purchasing Director
Signature	Title
Shelly W. Kelley, PMP	October 2, 2018 at 11:50 a.m.
Name (Printed/Typed)	Date and Time of Posting

Summary Scoresheet and Ranking RFP BC-08-28-18-50 Design Services for Old Bainbridge Road Safety Improvements

	Evaluar	EVALLAS.	Evaluation (MC)	Evaluate (CS)	Evalual (SS)	Colony)	Sook Sook
George & Associates	44	66	62	76	62	310	
Gresham, Smith & Partners	49	66	55	54	60	284	
Mead & Hunt	50	75	62	57	63	307	
Wantman Group	48	57	45	53	51	254	

Summary Scoresheet and Ranking RFP BC-08-28-18-50 Design Services for Old Bainbridge Road Safety Improvements

	Evaluator (Rank (FA) Evaluator (Frank Life) Evaluator (C.S.)	Evaluator (G.	Evaluator (M.	Final Rac.
George & Associates	3	3	3	2	1	2.40
Gresham, Smith & Partners	1	1	2	1	2	1.40
Mead & Hunt	2	2	1	3	3	2.20

Eval	luation	Committee	•
LVO	luativii	COMMITTEE	i e

Felton Ard

Justin Kinsley

Charley Schwartz

George Su

Megan Whitmore

Leon County Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Plat of the Lexington Parc Subdivision and Acceptance of Maintenance

Agreement and Surety Device

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, Public Works Charles Wu, P.E., Director of Engineering Services		
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M., County Surveyor		

Statement of Issue:

In accordance with Leon County land development regulations for the recording of a plat in the Public Records, this item seeks Board approval of the plat of the Lexington Parc Subdivision subject to an inspection and certification by the County Engineer, and seeks Board authorization for the County Administrator to accept the Maintenance Agreement and Surety Device in a form to be approved by the County Attorney.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the plat of Lexington Parc Subdivision for recording in the Public

Record, contingent upon staff's final review and approval (Attachment #1), and authorize the County Administrator to accept the Maintenance Agreement and

Surety Device in a form approved by the County Attorney.

Title: Plat of the Lexington Parc Subdivision and Acceptance of Maintenance Agreement and

Surety Device

December 11, 2018

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Report and Discussion

Background:

In accordance with the Leon County Land Development Code, this item seeks Board approval of the plat of the Lexington Parc Subdivision for recording in the Public Records and acceptance of the associated Maintenance Agreement and Surety Device. The Lexington Parc Subdivision was approved by the Development Review Committee as a Type "C" site and development plan on December 22, 2017 (Attachment #2). The development being platted consists of 17.22 acres containing 63 residential lots.

As per Chapter 10, Article VII, Division 6 of the Leon County Code of Laws, plats requiring the Board's approval must meet all requirements of Chapter 10 and be certified by the County Engineer. Once approved, the original of the approved plat will be forwarded to the Clerk of Court for recording in the public records.

Analysis:

The Lexington Parc Subdivision is located in Section 1; Township 1 South; Range 1 East, on the northeasterly side of Apalachee Parkway and at the March Road Intersection (Attachment #3). The developer is requesting the Board's approval, prior to final review being completed, due to date-sensitive contractual obligations. The Land Development Code provides developers 60 days following the Board's approval of the plat to submit final documents for review by staff and to schedule inspections. Final inspections will be performed and reports reviewed for compliance with approved construction plans by the County Engineer. To guarantee the public infrastructure against defects in materials and/or workmanship, the County Engineer recommends acceptance of a Maintenance Agreement and Surety Device representing 10% at the of the certified construction cost approved by Engineering, which would be \$125,581. To prevent delaying the approval of this plat until the Board's January 22, 2019 meeting, this item seeks Board authorization for the County Administrator to accept the Maintenance Agreement and Surety Device in a form to be approved by the County Attorney.

Staff will not record the plat until final review and approval by all appropriate Departments. Should there be a need for any substantive change in the plat; staff will resubmit the plat for approval by the Board at a future regularly scheduled meeting

Title: Plat of the Lexington Parc Subdivision and Acceptance of Maintenance Agreement and

Surety Device

December 11, 2018

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Options:

- 1. Approve the plat of Lexington Parc Subdivision for recording in the Public Record, contingent upon staff's final review and approval (Attachment #1), and authorize the County Administrator to accept the Maintenance Agreement and Surety Device in a form approved by the County Attorney.
- 2. Do not approve the plat of the Lexington Parc Subdivision for recording in the Public Records contingent upon staff's final review and approval, and do not accept the Maintenance Agreement and Surety Device.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

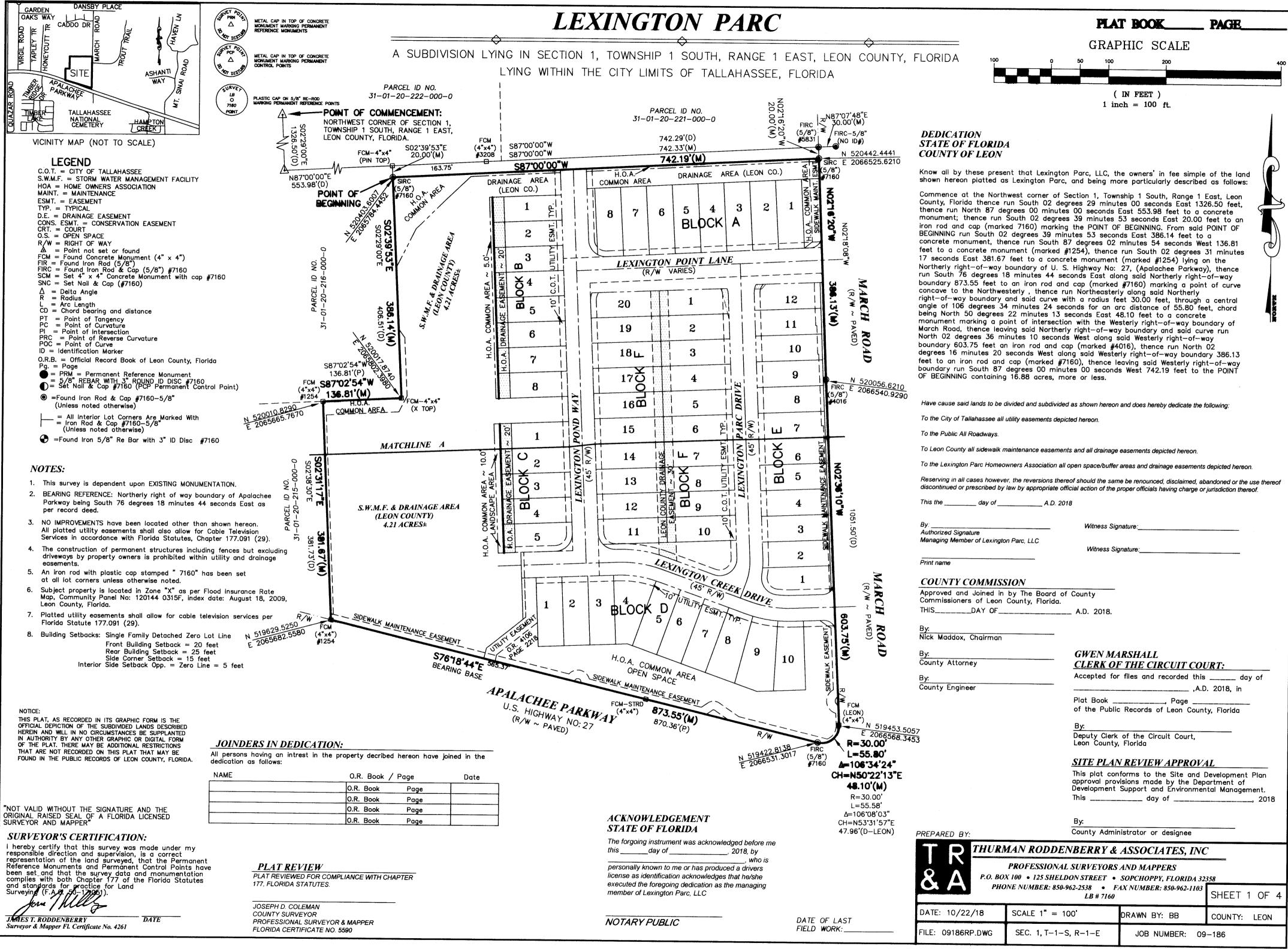
- 1. The Lexington Parc Plat
- 2. Development Review Letter
- 3. Location Map

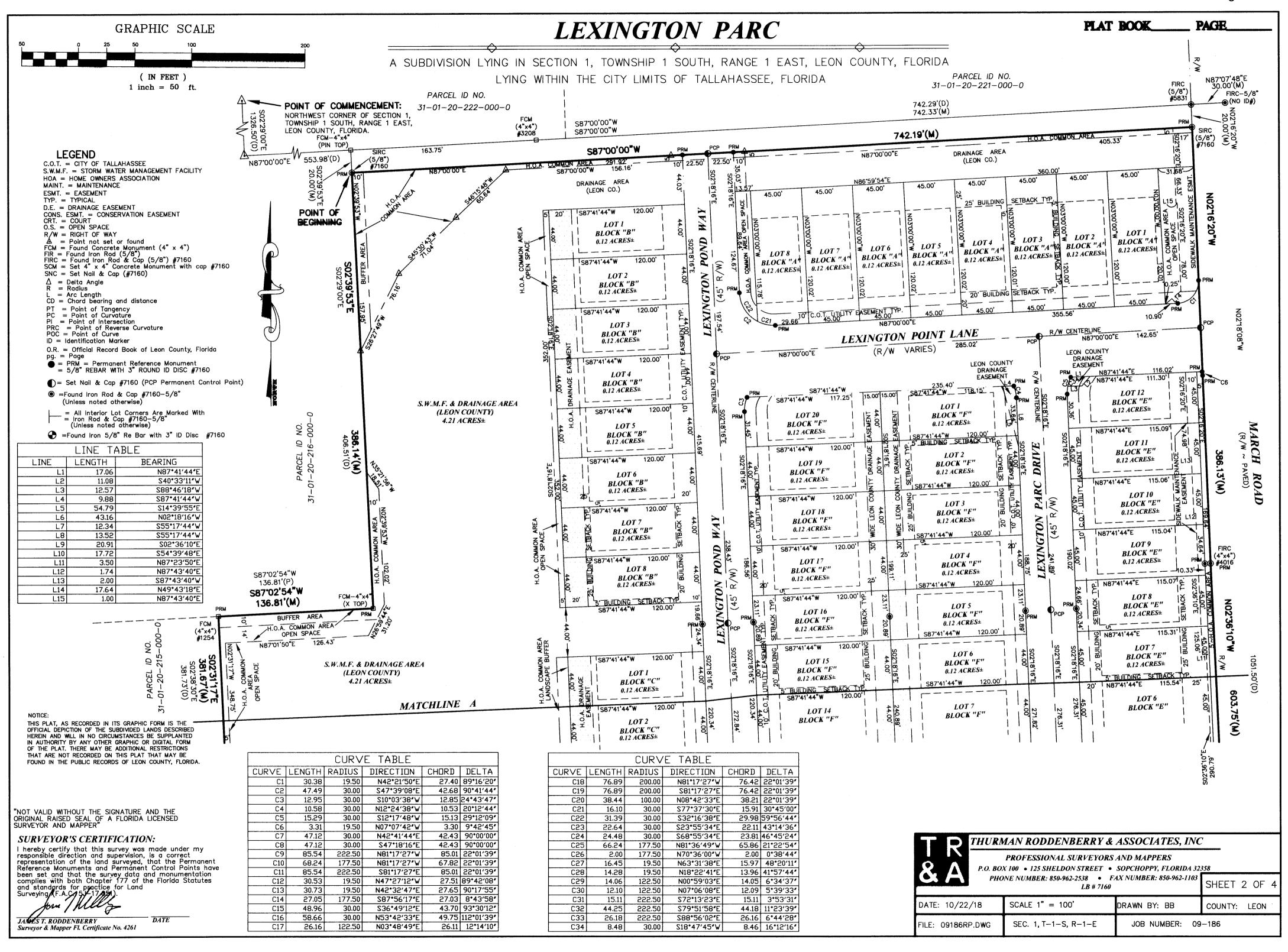
Title: Plat of the Lexington Parc Subdivision and Acceptance of Maintenance Agreement and

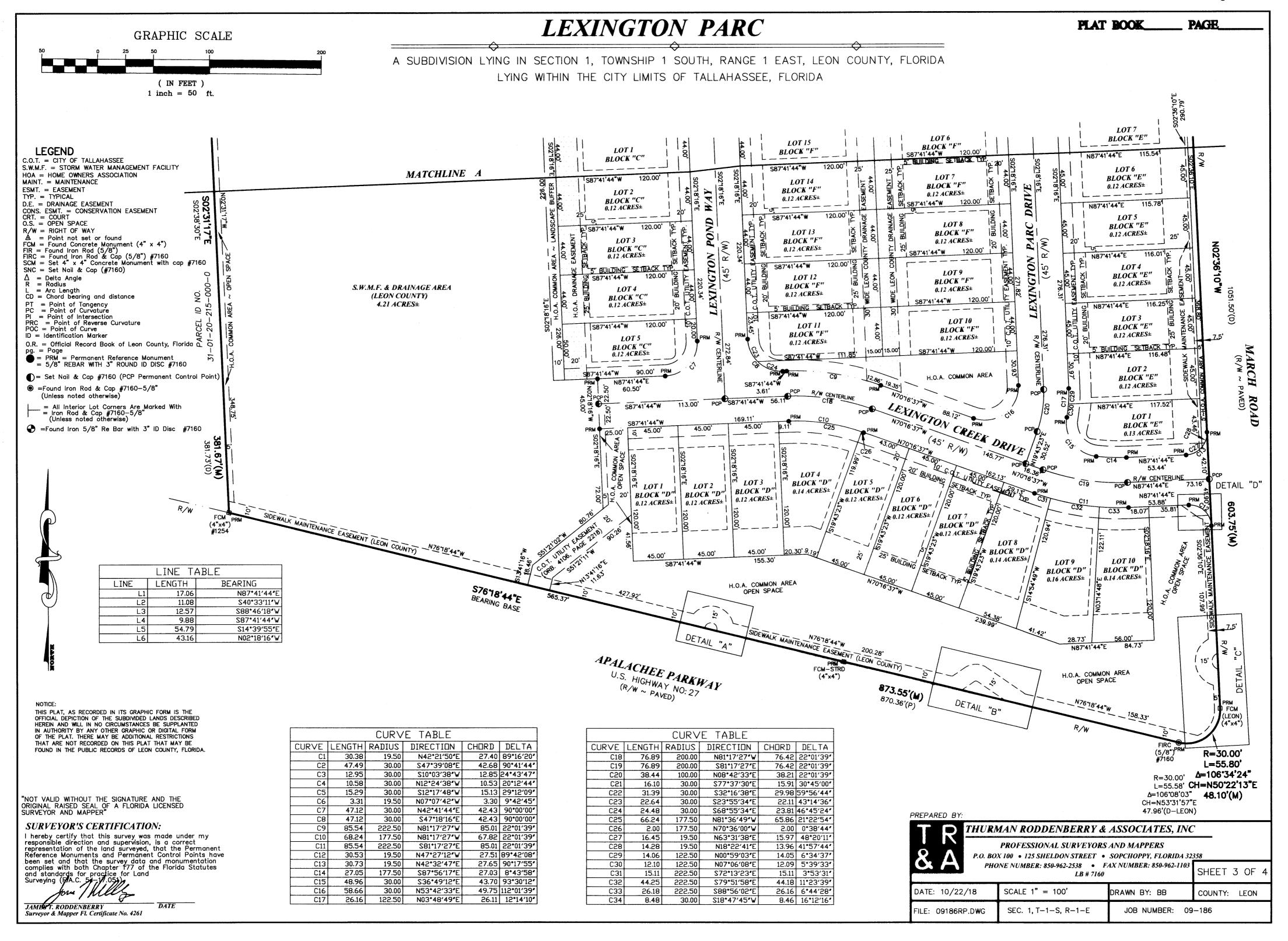
Surety Device

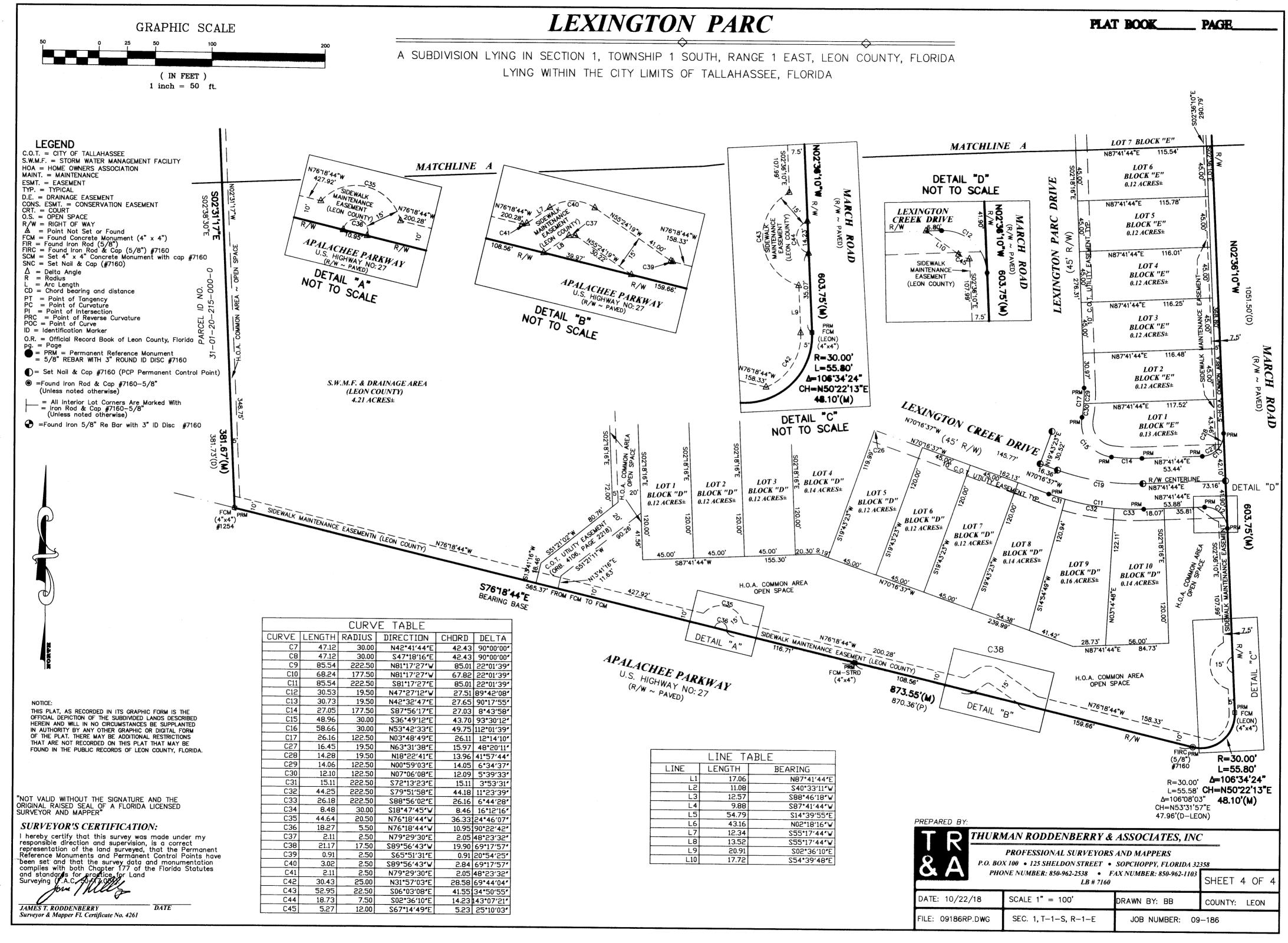
December 11, 2018

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Leon County

Board of County Commissioners

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

DEVELOPMENT SUPPORT
& ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES
435 N. Macomb Street
Renaissance Center 2nd Floor
Tallahassee, FL 32301

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VINCENT S. LONG County Administrator

HERBERT W.A. THIELE County Attorney December 22, 2017

Blackhawk Engineering, Inc. Attn: Mark S. Cooper, PE 2417-3 Fleischmann Road Tallahassee, FL 32308

RE: March Creek (Lexington Parc) Minor Modification

Type "C" Approved Site Plan

Leon County Site Plan Project # LSP060057

Parcel Identification Numbers: 31-01-20-204-000-0, 31-01-20-214-0000-0

Dear Mr. Cooper:

Leon County Department of Development Support and Environmental Management has approved your request for a Minor Modification to the approved March Creek Type "C" Site and Development Plan pursuant to Section 10-7.411 of the Leon County Land Development Code — Modifications to Approved Subdivisions or Site and Development Plans. Approved revisions to the site and development plan are as follows:

The minor modification proposes a change to the subdivision name from March Creek to Lexington Parc. The internal roadways will also be renamed from March Creek Drive, March Point Lane, March Pond Way, and March Oaks Drive to Lexington Creek Drive, Lexington Point Lane, Lexington Pond Way, and Lexington Parc Drive, respectfully,

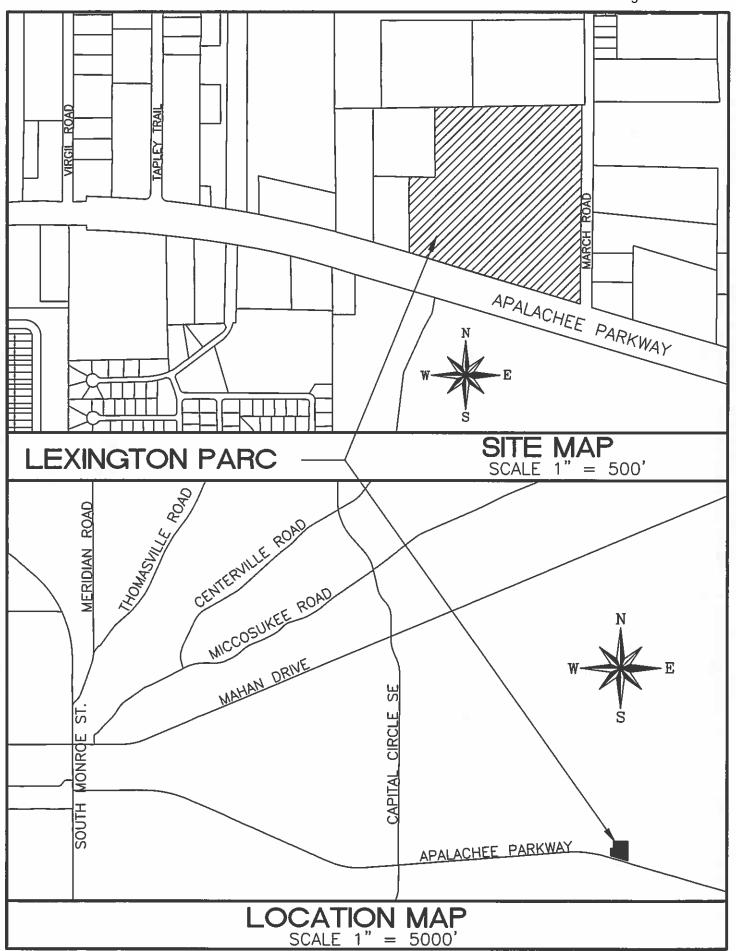
This minor modification approval does not provide an exemption from other applicable County final permitting requirements. This approval shall expire if substantial and observable development has not begun within three years of the date of approval, or if substantial and observable development ceases for a period of three years before the project is complete and certificates of occupancy have been issued.

Weldon Richardson, Senior Planner Development Services Division

cc:

Sinceraly

Ryan Culpepper, Development Services Director Nawfal Ezzagaghi, P.E., Environmental Services Supervisor Kimberly Wood, P.E., Chief of Engineering Coordination Lisa Scott, Addressing Supervisor Project File: LSP060057



Leon County Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Certified Entrepreneurial Community Program

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Ben Pingree, Director, Planning, Land Management & Community Enhancement
Lead Staff/ Project Team:	Cristina Paredes, Director, Office of Economic Vitality Rebekah Sweat, Business Development Manager

Statement of Issue:

As requested by the Board, this item provides a report on the Certified Entrepreneurial Community Program including the benefits, requirements for certification, and related expenses.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Certified Entrepreneurial Community Program.

Title: Status Report on Certified Entrepreneurial Community Program

December 11, 2018

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Report and Discussion

Background:

This item provides information requested by the Board on the Certified Entrepreneurial Community (CEC) Program including the benefits, requirements for certification, and related expenses. The CEC Program was created in 2007 by AdvantageWest, a regional economic development organization in North Carolina, and later acquired and redesigned by Creative EDC in 2015 to support rural and up-and-coming communities with economic development training and marketing.

Analysis:

The Certified Entrepreneurial Community (CEC) Program primarily targets rural and up-and-coming communities to enhance capacity to streamline the startup process, connect existing assets, grow vibrant existing businesses, attract new innovative ventures into the region, and open the doors for additional market opportunity. The CEC Program's key benefits include marketing potential, coaching and technical assistance, development of an action plan and measured program results, access to proprietary content on entrepreneur programs and an entrepreneur directory, as well as leadership development.

The communities that have had success with this program have been mostly rural areas with populations of less than 100,000 that are not comparable with Tallahassee-Leon County. The coaching and certification is targeted for rural/small communities with little experience in entrepreneurship. The CEC Program does not necessarily focus on an industry sector and has minimum experience with accelerator/incubator programs, commercialization of university research, or harnessing a creative economy more typical of an urban setting. Under the program, 13 communities (11 in North Carolina, one in Georgia and Virginia) were certified. The certification cost is \$20,000 plus travel expenses and \$6,000/year for recertification.

The CEC Program is best designed to support small and rural communities in the mid-Atlantic region with the resources that they need to support the growth of their entrepreneurial ecosystem. Over the last five years, Tallahassee-Leon County has been rapidly building a critical mass of resources to support entrepreneurs (from small business owners to innovators). As a cornerstone of the economic development strategic plan, the Office of Economic Vitality works closely with key partners, business leaders, and the higher education institutions to foster and cultivate the growth of the local entrepreneurial community. In addition, staff works closely with the members of the Alliance of Entrepreneur Resource Organizations, a coalition of public agencies and community nonprofit organizations united to provide current and new businesses with resources to aid in their success, to coordinate efforts. This report on the CEC Program does not find the benefits or costs for the certification to align with local economic development efforts.

Options:

- 1. Accept the status report on Certified Entrepreneurial Community Program.
- 2. Do not accept the status report on Certified Entrepreneurial Community Program.
- 3. Board direction.

Recommendation:

Option #1

Leon County Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: FY 2017-2018 County Grant Program Leveraging Status Report

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

Statement of Issue:

Acceptance of the FY 2017-2018 grant leveraging status report. Throughout the fiscal year, the County has applied for and received grant funding supporting County projects and initiatives. Semi-annually a status report is prepared to keep the Board apprised of the County grant program and leveraging efforts.

Fiscal Impact:

This item does not have a fiscal impact; however, it details the County's ability to leverage available grant funds. The County's total existing grant awards equal \$31.4 million with a local match of \$8.55 million. The County continues to receive significant grant funding to support the upgrade or elimination of septic tanks in the Primary Springs Protection Zone which require a one-to-one dollar match. With this matching requirement, the County's total grant leverage ratio is \$4:1; excluding the septic related grants the leveraging ratio is \$13:1.

Staff Recommendation:

Option #1: Accept the FY 2017-2018 County Grant Program Leveraging Status Report.

December 11, 2018

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Report and Discussion

Background:

Traditionally, the County has aggressively sought state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant-funding opportunities throughout the fiscal year. This report represents a summary of grant activities during FY 2017-2018.

Analysis:

OMB regularly seeks, receives and reviews grant opportunities; actively accesses resources and identifies new resources for grants; and disseminates grant opportunities to County Departments as well as external partners. The County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities. The following narrative describes the major areas of grant activity in FY 2017-2018.

Primary Spring Protection/Sewer Systems

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. In partnering with the Florida Department of Environmental Protection, Northwest Water Management District and the City of Tallahassee, the County received funding for the Woodside Heights subdivision which at build-out will eliminate approximately 200 septic tanks. In building on these relationships, Leon County has been awarded a \$1.5 million Springs Restoration Grant for the Woodville Septic to Sewer Project which requires a \$1.5 million local match.

In addition, the County received a grant award in the amount of \$750,000 from the Northwest Florida Water Management District (NWFWMD) Springs Restoration Grant Program involving the construction of passive onsite sewage treatment and disposal systems in the Wakulla Basin Management Action Plan. In August of 2018, this grant was moved under the management of the Florida Department of Environmental Protection and an additional \$750,000 was awarded for a total grant award of \$1.5 million with no local match requirement.

On February 13, 2018, the Board approved acceptance of two Florida Department of Environmental Protection Springs Restoration grants totaling \$4.5 million for sewer system projects in the Northeast Lake Munson and Belair/Annawood neighborhoods located in the Primary Springs Protection Zone. The two grants require a \$4.5 million in local match.

Furthermore, at the February 13, 2018 meeting, the Board authorized staff to pursue long-term sewer grant funding offered by the Florida Department of Environmental Protection (DEP) to further reduce nitrogen levels in the Primary Spring Protection Zone. Contingent upon legislative appropriation, DEP anticipates being able to provide Leon County an additional \$20.4 million through 2024 for wastewater projects. These grants would be matched dollar for dollar from the County's share of the Blueprint 2020 Water Quality and Stormwater Improvement sales tax projects. This would commit \$26.4 million of the \$42.5 million in Blueprint 2020 water quality funding to waste water treatment.

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At the June 20, 2018 meeting, the Board accepted a clean water campaign grant in the amount of \$60,000 from the United State Environmental Protection Agency (USEPA). The Florida Department of Environmental Protection will serve as the pass through entity for a federal grant from the USEPA Clean Water Act 2017 319(h) Grant for the "Water & You, Clean Water Campaign" project. This grant requires a local match of \$40,000 which will be provided through the existing Engineering Services operating budget. This four-year Campaign will focus on public education regarding the impacts of urban fertilizer and septic tanks in the unincorporated area of Leon County.

Hurricanes Hermine and Irma

All costs for reimbursement associated with Hurricane Hermine have been obligated by FEMA. The total project closeout costs from Hurricane Hermine are \$11.4 million dollars of which \$9.4 million is the federal share. The State and the County matches are equal at \$1.01 million each. In total, the County anticipates to be reimbursed \$10.4 million. To date, the County has received \$9.8 million in combined Federal and State reimbursement. Staff anticipates final reimbursements during FY 2019.

The County submitted applications with the Florida Department of Emergency Management (FLEM) for the Hazard Mitigation Grant Program related to Hurricane Hermine and was awarded \$88,470 for the elevation of a private residential structure on Waterfront Drive out of the Base Flood Zone to meet floodplain management requirements.

Leon County has submitted all projects related to Hurricane Irma to FEMA through the Public Assistance Grant Program, and is currently waiting for funding to be obligated. Current storm damage estimates reflect that the cost to the County was \$1.2 million. Estimates indicate that the County will be reimbursed approximately \$1.0 million subsequent to the obligation of funding pending FEMA's review. To date, Leon County has received \$4,029 related to one small project involving stormwater pond fencing damage.

Hurricane Michael impacted Leon County at the beginning of FY 2019, and Leon County is in the initial stage of working with FEMA in the Public Assistance grant process. The scoping meeting with FEMA will occur in the second week in December, and projects worksheets requesting reimbursement for debris removal emergency protective measures, and permanent work will officially commence. Currently costs associated with the storm exceed \$14.0 million. Updates regarding the reimbursement of these funds will be provided in future grant reporting updates, and during the FY 2020 budget development process.

Health Care

On July 11, 2017, the Board approved support for the Bond Community Health Center (Bond) and the Neighborhood Medical Center (NMC) request for letters of support and commitment to provide match funding totaling \$270,231 (Bond \$139,030 and NMC \$131,201), to allow them access to the state Agency for Health Care Administration (AHCA) Low Income Pool (LIP) funds. LIP funds are federal dollars available to hospitals, rural health clinic, and federally qualified health centers (FQHCs) to assist with primary healthcare services for the uninsured. In accordance with the criteria, Leon County funded the match from the FY 2018 Competitive

December 11, 2018

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Provider Reimbursement Health Care Pool. AHCA then advanced Bond and NMC the LIP funds totaling \$440,903 (\$223,216 and \$210,646, respectively); along with the County's match funds.

Leon County continues to engage its community partners to ensure County residents have access to quality healthcare that meets the industry standard. In keeping with this commitment, the Board previously approved the Apalachee Center's request for a letter of support and commitment to provide \$150,000 in match funding over a five-year period (FY2017-2021) to secure \$1.5 million from the State to establish a Central Receiving Facility (CRF). The CRF, housed on the Apalachee Center campus, began operating in June 2017 and serves as the single point of entry for multiple behavioral health providers. CRF staff conducts initial assessments and triage, as well as provide case management and related services, including jail diversion programs for individuals with mental health or substance abuse disorders.

Emergency Medical Services

At the February 27, 2018 meeting, the Emergency Medical Services Division (EMS) accepted a grant of \$15,000 from Big Bend Healthcare Coalition. The grant will be used for the replacement of non-serviceable and expired mass casualty equipment and supplies necessary to support a mass casualty medical response to significant events occurring within Leon County. Consistent with an annual allocation, EMS was awarded two matching grants from the Florida Department of Health. Each grant requires a 25% local match. The first grant is for the purchase of 20 video laryngoscopes in the amount of \$36,026 with a county match of \$12,009 for a total grant of \$48,035. The second grant is for CPR training to the public in the amount of \$34,241 with a county match of \$11,414 for a total grant of \$45,655.

Library Services

In April 2018, Library staff submitted an application to The Florida Humanities Council for the Public Broadcasting System's (PBS) The Great American Read Library Programming Grant. The Great American Read is an eight-part public broadcasting TV series that explores and celebrates the power of reading told through the prism of America's 100 best-loved novels (as chosen in a national survey). It investigates how and why writers create their fictional worlds, how readers are affected by the stories, and what the books have to say about our diverse nation and shared human experience. The Great American Read was developed through a partnership of the PBS and the American Library Association.

On August 6, 2018, the County was notified of a grant award of \$2,975 for The Great American Read. The grant requires local match of \$3,068 allocated through Library Services operating budget. The grant will fund the following projects:

- A workshop on Digital Storytelling presented by Dr. Ned Stuckey-French, associate professor of English at Florida State University, where participants will learn to use their own tablets, cell phones, and devices to create digital stories based on the novels. Their creations will be posted on the Library's social media.
- A total of 10 new Traveling Book Club kits, based on the votes of library patrons for the top 10 favorite books from the Great American Read list of 100 great American novels.

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• Cosponsored WFSU's coverage of The Great American Read programming in September and October; and, partnered with WFSU in a screening event on September 13, 2018.

Emergency Management

On an annual basis, the Emergency Management Division is allocated funding from the State of Florida, Division of Emergency Management for operational Emergency Management grants. In July of 2018, Leon County received \$88,139 for the Emergency Management Performance Grant (EMPG) and \$105,806 for the Emergency Management Preparedness and Assistance Base Grant. These grants are effective July 1, 2018 – June 30, 2019. The grants are cost reimbursement grants that are matched by County funds.

This fiscal year, the State of Florida, Division of Emergency Management, as the pass-through entity for this federal funding, awarded the County two Homeland Security grants. The first grant is for \$107,912 effective through August 31, 2019, the second one is for \$22,744 effective through August 31, 2020. The grants require no local matching and funds will be accepted on a quarterly reimbursement basis.

The Homeland Security Grant Program is designed to assist the County in facilitating the administration of the County's Emergency Management functions in support of the State Domestic Security Strategic Plan. These grant allocations, as an approved project of the Domestic Security Coordinating Group, will fund the following:

- Sustainment of the WebEOC License held by Leon County,
- Build-out of Geographic Information System (GIS) capabilities of the program,
- Implementation of information management modules within the software.

Supervisor of Elections

The Leon County Supervisor of Elections requires budgetary authority from the Leon County Board of County Commissioners to recognize grant revenues and draw down the grant and matching funds for eligible expenses pursuant to grant guidelines. On an annual basis, the Supervisor of Elections has been allocated funding through the Federal Election Activities (FEA) Grant. Historically, this funding was allocated and spent within the same fiscal year, but starting with the FY 2016-2017 award, the Memorandum of Agreement (MOA) was clarified to categorize the FEA Grant as advanced funding. Due to election expense timelines, the grant could not be spent in FY 2017 and required deferment to be expensed into FY 2018. That total award amount is \$47,882 with local match requirement of \$7,182. Similarly, FEA grant funds received in FY 2018, \$32,070 with a local match of \$4,811, will be expended in FY 2019.

Additionally, this fiscal year, the State of Florida, Division of Elections, as the pass-through entity for this federal funding, allocated to the Leon County Supervisor of Elections \$231,112 for an Elections Security Grant in FY 2018 and \$13,452 for an Albert Network Monitoring Solution Grant in FY 2018. These grants were one time funding provided to assist with providing network security for the 2018 Elections.

The U. S. Election Assistance Commission (EAC) notified the Florida Department of State Division of Elections of \$19,187,003 in additional Help America Vote Act (HAVA) funds made

December 11, 2018

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available to improve the administration of elections for Federal office, including the enhancement of technology and election security improvements. The EAC approved the State Division of Elections application, and on June 6, 2018 the federal funds were received by the State of Florida. Leon County's Supervisor of Elections (SOE) was awarded \$231,112 on August 3, 2018 through this grant program.

An additional \$1.9 million in HAVA funds in the state's Federal Grants Trust Fund was secured by the State Division of Elections during the 2018 Florida Legislative Session to provide grants to Supervisor of Elections for the purchase of an Albert Network Monitoring Security solution that is offered through the Multi-State Information Sharing and Analysis Center (MS-ISAC). The Albert Network Monitoring Solution Grant is designed to reimburse expenses, and/or provide advance payment for the purchase of Albert Sensors network monitoring hardware and software, including installation, and one year of maintenance and monitoring services. Leon County's Supervisor of Elections was one of two counties asked to be an early adopter of this technology and was awarded \$13,452 through this grant program on August 15, 2018.

To keep the Board fully apprised of the success of the County's efforts relating to grants, the following reports are submitted to the Commission covering the first half of the FY 2017-2018:

- Grants Leveraging Report (Attachment #1). This report shows a cumulative total for FY 2017-2018 and displays the project name, the County dollars required to match the grant, the grant dollars allocated to the project, and comments relating to the grant, such as funding source.
- Grants Received Report (Attachment #2). This report shows the grants that have been received during the fiscal year, the name of the project and the amount of the grant.

OMB continues to pursue and manage grants, and coordinate grant related items as necessary to meet the requirements of Leon County. In addition, identified grant opportunities that may be valuable to external partners and agencies that receive County funds, are forwarded along to further assist in leveraging local dollars and enhancing programs and services for Leon County residents.

Options:

- 1. Accept the FY 2017-2018 County Grant Program Leveraging Status Report.
- 2. Do not accept the FY 2017-2018 County Grant Program Leveraging Status Report.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Leon County Grants Program
- 2. New Grants Received Report

TABLE 1: LEON COUNTY GRANTS PROGRAM								
	GRAN	TS LEVERA	GING SUMMA	RY - FY2017	/2018			
					Balance to			
PROJECT		Co. Match	Grant	Total	date	Comments		
Administration - Emergency Management								
Emergency Management Base Grant - Federal		60,750	87,279	148,029		FL Division of Emergency Management		
Emergency Management Base Grant - State		60,750	105,806	166,556		FL Division of Emergency Management		
Emergency Management SHSGP Federal		0	58,000	58,000		FL Division of Emergency Management		
Emergency Management SHSGP Federal		0	107,912	107,912		FL Division of Emergency Management		
Emergency Management Base Grant - Federal		60,750	88,139	148,889		FL Division of Emergency Management		
Emergency Management Base Grant - State		60,750	105,806	166,556		FL Division of Emergency Management		
FEMA Reimbursements for Hurricane Hermine		944,349	9,780,782	10,725,131		FL Division of Emergency Management		
FEMA Reimbursements for Hurricane Irma		0	4,029	4,029	4,029	FL Division of Emergency Management		
	subtotal	1,187,349	10,337,753	11,525,102				
Development Support & Env. Management								
Storage Tank Program		0	123,544	123,544		FL Division of Emergency Management		
HMGP Waterfront Drive Elevation		0	88,470	88,470	88,470	FL Division of Emergency Management		
	subtotal	0	212,014	212,014				
Human Service & Comm. Partnerships - Housing	,							
SHIP 2014-2017 (Fund 124)	9	0	440,647	440,647	1 253	FL Housing Finance Corp.		
SHIP 2015-2018 (Fund 124)		0	879.466	879,466		FL Housing Finance Corp.		
SHIP 2016-2019 (Fund 124)		0	636,425	636,425		FL Housing Finance Corp.		
SHIP Disaster Fund (Fund 124)		0	302,517	302,517		FL Housing Finance Corp.		
SHIP Housing Counseling Fund (Fund 124)		0	13,899	13,899		FL Housing Finance Corp.		
SHIP 2017-2020 (FUND 124)		0	440,841	440,841		FL Housing Finance Corp.		
SHIP 2018-2021 (FUND 124)		0	167,323	167,323		FL Housing Finance Corp.		
Florida Hardest Hit Program		0	8,146	8,146		FL Housing Finance Corp.		
CDBG Housing Rehabilitation		0	750.000	750,000		FL Department of Economic Opportunity		
CDBG Flousing Renabilitation	subtotal	0	3,639,264	3,639,264	41,463	TE Department of Economic Opportunity		
			0,000,201	0,000,201				
Intervention and Detention Alternatives								
Byrne Grant - Enhanced Pretrial		0	40,000	40,000		FL Dept. of Law Enforcement - JAG		
Slosberg Driver Education Act		0	167,443	167,443	64,334	\$3 civil traffic penalty for Drivers' Ed.		
	subtotal	0	207,443	207,443				
Judicial								
Drug Court		0	50,907	50,907	12 746	DCF - managed by Court Administration		
Drug Court		_	*	*		Court Administration		
Votorono Court								
Veterans Court	oubtetal.	0	125,000	125,000	12,743	Court Administration		
Veterans Court	subtotal	0	125,000 175,907	125,000 1 75,907	12,743	Court Administration		
	subtotal	_	-,		12,743	Court Administration		
Library Services	subtotal	_	-,		•	FCC funding		
Library Services Library E-Rate Program	subtotal	0	175,907	175,907	17,560	FCC funding		
Library Services Library E-Rate Program Patron Donation - Library	subtotal	0	175,907 33,684	33,684 122,009	17,560 120,622	FCC funding Individual patron donations		
Library Services Library E-Rate Program Patron Donation - Library Capelouto Donation	subtotal	0 0	33,684 122,009	33,684 122,009 10,000	17,560 120,622 1,965	FCC funding Individual patron donations Holocaust educational material		
Library Services	subtotal	0 0 0 0 0	33,684 122,009 10,000 50,553	33,684 122,009 10,000 50,553	17,560 120,622 1,965 43,196	FCC funding Individual patron donations Holocaust educational material 501 (C)(3) donation		
Library Services Library E-Rate Program Patron Donation - Library Capelouto Donation Friends Literacy Contract	subtotal	0 0 0	33,684 122,009 10,000 50,553 2,975	33,684 122,009 10,000 50,553 6,043	17,560 120,622 1,965 43,196 6,043	FCC funding Individual patron donations Holocaust educational material 501 (C)(3) donation Florida Humanities Council		
Library Services Library E-Rate Program Patron Donation - Library Capelouto Donation Friends Literacy Contract Great American Read Grant 2018	subtotal	0 0 0 0 0 3,068	33,684 122,009 10,000 50,553	33,684 122,009 10,000 50,553	17,560 120,622 1,965 43,196 6,043 249,103	FCC funding Individual patron donations Holocaust educational material 501 (C)(3) donation		

TABLE 1: LEON COUNTY GRANTS PROGRAM GRANTS LEVERAGING SUMMARY - FY2017/2018								
GRAN	ITS LEVERA	GING SUMMA	RY - FY2017/					
PROJECT	Co. Match	Grant	Total	Balance to date	Comments			
PLACE								
Tallahassee Community College (Leon Works)	0	100,000	100,000	0	FL Legislature through TCC			
subtotal	o	100,000	100,000					
		·	ŕ					
Primary Healthcare								
Bond Community Health Center Low Income Pool Program	139,030	223,216	362,246		Agency for Health Care Administration			
Neighborhood Medical Center Low Income Pool Program	131,201	210,646	341,847		Agency for Health Care Administration			
Apalachee Center Central Receiving Facility	150,000	1,500,000	1,650,000	1,500,000	FL Dept of Children and Families			
subtotal	420,231	1,933,862	2,354,093					
Public Safety - Emergency Medical Services								
Equipment	0	44,897	44,897	44,897	FL Dept. of Health			
Matching Grant M5055	10,789	32,366	43,155		FL Dept. of Health			
Equipment and supplies	0	15,000	15,000		BBHCC			
Matching Grant M6038	12,009	36,026	48,035		FL Dept. of Health			
Matching Grant M6039	11,414	34,241	45,655	45,655	FL Dept. of Health			
subtotal	34,212	162,530	196,742					
Public Works								
Big Bend Scenic Byway - Phase 2	18,314	765,817	784,131	784.134	FL DOT & Community/County Matches			
Mosquito Control	0	53,962	53,962		Mosquito control activities			
Smith Creek Bike Lanes	0	110,000	110,000		FL Dept. of Transportation			
Old Bainbridge Road from N. Monroe to Gadsden Line	0	48,750	48,750		FL Dept. of Transportation			
Old Bainbridge Road at Knots Lane	0	54,321	54,321		FL Dept. of Transportation			
Magnolia Drive Phase 1 Multi-use Trail	0	861,802	861,802		FL Dept. of Transportation			
Woodside Heights - Septic to Sewer	850,000	2,800,000	3,650,000		FL Dept. of Environmental Protection			
Woodville Sewer (design grant)	1,500,000	1,500,000	3,000,000		FL Dept. of Environmental Protection			
Belair-Annawood Septic to Sewer Grant	1,750,000	1,750,000	3,500,000		FL Dept. of Environmental Protection			
NE Lake Munson Septic to Sewer Grant	2,750,000	2,750,000	5,500,000		FL Dept. of Environmental Protection			
Southwood Payment - Woodville Highway	0	151,001	151,001		Proportionate Share Payment			
Robinson Road Flood Relief (legislative appropriation) Woodville Heights Sewer (legislative appropriation)	0	350,000 75,000	350,000 75,000		FL Dept. of Environmental Protection FL Dept. of Environmental Protection			
USEPA Clean Water Campaign Grant	40,000	60,000	100,000		US Environmental Protection Agency			
Springs Advanced Septic Pilot Project	0	1,500,000	1,500,000		FL Dept. of Environmental Protection			
subtotal	_	12,830,653	19,738,967	1,000,000	1 2 Bopt. of Environmental Potoston			
	, ,	, ,	, ,					
Resource Stewardship								
Community Foundation of North Florida	0	1,000	1,000		Annual wreath at the WWII Memorial			
BP Horizon Oil Spill	0	746,693	746,693	564,919				
Miccosukee Greenway	0	271,988	271,988	165,187	FL Dept. of Environmental Protection			
subtotal	0	1,019,681	1,019,681					
Supervisor of Elections								
Supervisor of Elections 2016/2017 Federal Elections Grant	0	55,064	55,064	55.064	State of Florida Division of Elections			
2017/2018 Federal Elections Grant	0	36,881	36,881		State of Florida Division of Elections			
Elections Security Grant	0	231,112	231,112		State of Florida Division of Elections			
ALBERT Monitoring Grant	0	13,452	13,452		State of Florida Division of Elections			
subtotal	o o	336,509	336,509	3,132	The state of the s			
TOTALS	8,553,174	31,416,774 age 561 of 102	39,969,949		Posted Decem			

TABLE 2: NEW GRANTS RECEIVED REPORT									
FY 2017-2018 PROJECT BUDGET COMMENTS									
PROJECT	COMMENTS								
	Grant	Match	Total						
HMGP Waterfront Drive Elevation	\$88,470	\$0	\$88,470	FL Dept. of Emergency Management					
Emergency Management SHSGP Federal	\$107,912	\$0	\$107,912	FL Dept. of Emergency Management					
Emergency Management Base Grant - Federal	\$88,139	\$60,750	\$148,889	FL Dept. of Emergency Management					
Emergency Management Base Grant - State	\$105,806	\$60,750	\$166,556	FL Dept. of Emergency Management					
Bond Community Health Center LIP Program	\$223,216	\$139,030	\$362,246	Agency for Health Care Administration					
Neighborhood Medical Center LIP Program	\$210,646	\$131,201		Agency for Health Care Administration					
Apalachee Center Central Receiving Facility	\$1,500,000	\$150,000	\$1,650,000	FL Dept of Children and Families					
Emergency Medical Equipment and supplies	\$15,000	\$0	\$15,000	BBHCC					
Emergency Medical Matching Grant M6038	\$36,026	\$12,009	\$48,035	FL Dept. of Health					
Emergency Medical Matching Grant M6039	\$34,241	\$11,414	\$45,655	FL Dept. of Health					
USEPA Clean Water Campaign Grant	\$60,000	\$40,000	\$100,000	US Environmental Protection Agency					
Springs Advanced Septic Pilot Project	\$1,500,000	\$0	\$1,500,000	FL Dept. of Environmental Protection					
SHIP 2018-2021 (FUND 124)	\$167,323	\$0	\$167,323	FL Housing Finance Corp.					
Belair-Annawood Septic to Sewer Grant	\$1,750,000	\$1,750,000	\$3,500,000	FL Dept. of Environmental Protection					
NE Lake Munson Septic to Sewer Grant	\$2,750,000	\$2,750,000	\$5,500,000	FL Dept. of Environmental Protection					
Woodside Heights DEP	\$2,327,579	\$0	\$2,327,579	FL Dept. of Environmental Protection					
Smith Creek Bike Lanes	\$110,000	\$0		FL Dept. of Transportation					
FHC Great American Read Grant	\$2,975	\$3,068	\$6,043	Florida Humanities Council					
2016/2017 Federal Elections Grant	\$55,064	\$0	\$55,064	State of Florida Division of Elections					
2017/2018 Federal Elections Grant	\$36,881	\$0	\$36,881	State of Florida Division of Elections					
Elections Security Grant	\$231,112	\$0	\$231,112	State of Florida Division of Elections					
ALBERT Elections Monitoring Grant	\$13,452	\$0		State of Florida Division of Elections					
FEMA Reimbursements for Hurricane Hermine	\$9,780,782	\$944,349	\$10,725,131	FEMA/FL Dept of Emergency Management					
FEMA Reimbursements for Hurricane Irma	\$4,029	\$0	\$4,029	FEMA/FL Dept of Emergency Management					
Total	\$21,198,653	\$6,052,571	\$27,251,224						

Leon County Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

December 11, 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. This item was continued from the Board's November 20, 2018 meeting.

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.

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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. At the November 20, 2018 meeting, the Board directed this item be continued to the December 11, 2018 meeting. 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.

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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.

This agenda item was presented to the Board at their regularly scheduled meeting on November 20, 2018, and was continued at that time.

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;

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• 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

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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.

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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 addresses 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

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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		Need Undeted FLC	
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	END (Nicolet III	NED
12	6/8/2018	7/25/2018	33	11	1	21	2	ENV	Need Flood Ltr	NFIP
13	7/12/2018	7/25/2018	10	0	0	1		BLDG	No Electrical Contractor Listed	FBC
14	7/12/2018	7/25/2018	6	9	3	0	0			
14	7/19/2016	7/20/2016	0	3	3	0	U			
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	ENV	No Infrastructura in Cub division	Othor
18 19	6/1/2018 6/1/2018	8/6/2018 8/6/2018	46 46	12 12	2	32 32	1	ENV	No Infrastructure in Subdivision	Other Other
20	6/1/2018	8/6/2018	46 45	11	2 2	32	1	ENV	No Infrastructure in Subdivision 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	LIV	No Add Letter	INI II
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		<u></u>	
31	4/5/2018 7/24/2018	8/30/2018 9/4/2018	104 30	16 16	2	86 12	1	ENV BLDG	Flood Indemnity Ltr Required Wind Load Analysis not Signed and Sealed	NFIP FBC
							·	ENV	Oak Tree Issue	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	51.50	N. O. B. B.	FD 0
35	8/7/2018	9/4/2018	20	7	0	13	1	BLDG	No Gas Riser Diagram	FBC
36 37	8/8/2018 8/24/2018	9/4/2018 9/10/2018	19 11	7 10	5 0	7	0	Dev Serv	No Setbacks on Site Plan	LDC
38	7/30/2018	9/10/2018	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	FBC
					1		1		Foundation Plan	
40	8/31/2018 7/31/2018	9/13/2018 9/14/2018	9 33	5 10	2	3 21	1	Dev Serv ENV	No Setbacks on Site Plan Need Revised Flood Ltr	LDC NFIP
42	8/28/2018	9/14/2018	33 16	11	0	5	1	Dev Serv	Replacement of MH or Addition of 2nd MH?	LDC
43	8/29/2018		15	9	5	1	0	204 0014	Replacement of Will of Addition of Zha Will:	200
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		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			

9.02 9.50 0.54 3.38 Average 21.90

*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 #16

Leon County Board of County Commissioners

Agenda Item #16

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Annual Sustainability Program Status Report and 2019 Sustainable

Community Summit Status Report

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of Office of Resource Stewardship
Lead Staff/ Project Team:	Tessa Schreiner, Recycling and Sustainability Manager Annya Shalun, Sustainability Programs Coordinator

Statement of Issue:

Annually, a status report is provided to the Board highlighting accomplishments of the County's Sustainability program's activities for the prior year. In addition, this year's report provides a status report on the upcoming 2019 Sustainable Community Summit.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the annual status report on the County Sustainability Program.

Option #2: Accept the status report on the 2019 Sustainable Community Summit.

Option #3: Authorize the County Administrator to execute the Capital Area Sustainability

Compact (CASC) in final form.

Title: Annual Sustainability Program Status Report and 2019 Sustainable Community Summit

Status Report December 11, 2018

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Report and Discussion

Background:

Annually, the Office of Sustainability provides the Board with an annual update on the Office's accomplishments and activities, and outlines programs and projects on the horizon for the next year. This status report reviews the activities from December 2017 through December 2018, and gives insight for things to come next year, including a status report on the 2019 Sustainable Communities Summit.

This annual status report is essential to the following FY2017-FY2021 Strategic Initiatives:

- Develop strategies to increase recycling and reuse rates. (2016-14)
- Convene the Leon County Sustainable Communities Summit on a bi-annual basis (2016-16)
- Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- Explore new opportunities for solar on County facilities. (2016-21)
- Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. (2017-6)

These particular Strategic Initiatives align with the Board's Environment Strategic Priorities and 5-year Targets:

- Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)
- Promote orderly growth and sustainable practices. (EN3)
- Reduce our carbon footprint. (EN4)
- Ensure 100% of new County building construction, renovation and repair utilize sustainable design (T6)
- 75% community recycling rate (T7)

Analysis:

During 2018, the Leon County Office of Sustainability continued to lead the community and County Government in driving sustainability efforts that have produced meaningful results. Explained in more detail below, the following highlights just a few of these efforts:

- To date, \$668,000 in PACE loans have been made for 54 homes with 21 local contractors being certified for the program.
- Leon County achieved a 66% recycling rate in 2017 towards the County's adopted target of 75% recycling by 2020.

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- Household Hazardous Waste accepted a record amount of material in FY18: 109,840 pounds of hazardous waste and 111,030 pounds of electronic waste from nearly 4,000 customers.
- The Lake Jackson Cleanup drew 70 volunteers who removed 500 pounds of trash from the lake.
- In the past year, Leon County realized \$1 million in utility savings from energy conservation measures, bringing the cumulative total to \$8 million from these upgrades. At the Arbor Day event this year, 185 native trees were planted at Apalachee Regional Park, one of many tree planting initiatives to get the County closer to reaching the adopted Bold Goal to plant 15,000 trees by 2021.
- Eight community garden grants were awarded in FY18, bringing the cumulative number of grants awarded since the program's start in 2012 to 39.
- The County helped form the Capital Area Sustainability Compact, a collective sustainability effort comprised of the community's largest local organizations

The balance of this agenda item is organized by Sustainability's four main activities:

- 1. Resource Conservation
- 2. Policy & Program Administration,
- 3. Civic Engagement and Community Partnerships, and
- 4. Sustainable Community Summit

1. Resource Conservation

The Office of Sustainability is constantly striving to find more ways to promote and implement resource conservation methods in Leon County.

PACE Financing Program:

Since the official launch of the County's residential PACE program on August 8th, 2017, the program has generated tremendous interest and participation from citizens across the County. To date, 21 local contractors have been certified through the program's first administrator, Renovate America, and 54 homes have been improved with a total project value of \$668,000. Improvements include high-efficiency HVACs, and weatherization and efficiency upgrades for roofing and windows, with high-efficiency HVACs being the most common energy enhancement.

As way of background, in February 2017, the Board Adopted a Resolution authorizing the Florida Development Finance Corporation (FDFC) to oversee a PACE Program as Leon County's program coordinator. The PACE program allows for the property assessed financing on energy improvements and weatherization upgrades for residential and commercial properties in Leon County. As a program coordinator, FDFC is responsible for the selection and oversight of program administrators. Oversight includes training and vetting of vendors, reporting and collecting energy-saving data, developing marketing materials, and facilitating the finance

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process. Currently, there are two residential program administrators authorized by FDFC, Renovate America and PaceFunding, with PaceFunding preparing to launch in early 2019. The commercial PACE program launched in August 2018 with one active provider, Greenworks Lending. FDFC anticipates three additional commercial providers coming online in the next year.

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Staff continues to work with the program administrators to ensure that the program exceeds citizens' expectations for transparency, quality and service. Example of these efforts include working with the program coordinator to create a program protections coversheet for applicants and adding additional information to the County's PACE website (Attachment #1). Staff will also continue to explore more ways to connect with contractors and residents through partnerships with organizations such as the Office of Economic Vitality and the Tallahassee Chamber. The PACE program will also be highlighted at the 2019 Sustainable Community Summit.

Reaching the Statewide 75% Recycling Goal

In 2008, the Florida Legislature enacted House Bill 7135, which set a recycling goal of 75% by 2020 for the State of Florida. Each county over 100,000 in population is expected to meet various benchmarks in years leading up to 2020. Despite a statewide recycling rate decrease from 56% in 2016 to 52% in 2017, Leon County's recycling rate for 2017 increased significantly to 66%, an 11% increase over 2016's rate of 55%.

The DEP recycling rate calculation is based on weight of materials, thus materials such as construction and demolition debris and yard debris make up a large percentage of the annual recycling and waste tonnage. A big contributor to this year's recycling rate increase was the inclusion of additional construction and demolition tonnage, in part due to extended efforts by Sustainability and Public Works staff to ensure tonnage numbers from several local companies were captured. Although the overall tonnage of waste produced in the community has risen, proportionately recycled materials increased by 12%.

The Office of Sustainability staff continues to research and explore creative ways to increase the recycling rate. Staff is also constantly expanding recycling education efforts to residents, businesses, and schools of unincorporated Leon County in efforts to reach the goal. Staff has been working with DSEM to identify strategies to ensure that all commercial new construction has adequate space for recycling dumpsters. Some examples of education and outreach efforts include the creation of the Growing Green Education curriculum, working with multiple schools on their recycling systems and strategies, the creation of the Recycling Video, and continuously improving communication materials. In addition, staff hosted an interactive educational event on

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America Recycles Day in Cascades Park to spread awareness about best recycling practices. The event included large displays that featured common items that should be recycled but are often forgotten, and items that cannot be recycled that are often put in the recycling bin. The display boards are reusable and can be renewed each year for continued education.

While staff continues to explore innovative ways to increase the recycling rate every year, there are various circumstances that can negatively affect the rate that are out of the County's control. For example, Hurricane Michael caused serious damage to the boiler plants which have historically taken the county's yard debris. This tonnage counts towards our recycling goal, and the damage to the plants might negatively affect Leon County's 2018 numbers if the yard debris has to be landfilled. Another example is the effect that construction and demolition debris has on the goal; this year the increased recycled tonnage helped increase the rate dramatically, but in previous years there have been more landfilled tons which negatively impacted the rate.

There are additional circumstances impacting recycling that are not unique to Leon County. In Florida, counties are pre-emptively banned from banning plastic bags and polystyrene. While the weight of these items is not as significant as other materials, this pre-emption does affect waste streams. Nationwide, counties and cities are feeling the effects of China's decision in January to ban the import of many recovered materials that have historically been imported from countries like the United States. Recycling facilities across the country have been heavily impacted, and the industry is still trying to recover and find alternative options for these materials. This ban has also negatively impacted commodity prices of recyclables, another blow to recycling systems and programs in the United States.

In order to reach the 75% recycling goal, strong initiatives, programs, and perhaps policies will need to be taken to increase participation numbers in both residential and commercial sectors. Staff is exploring potential initiatives and policies to further our success in reaching the goal, and this strategy will be brought to the Board for future consideration.

Energy Conservation Measures

Although energy conservation measures have long been a standard practice in Leon County, Sustainability and Facilities staff have been working even closer together on tracking and reporting some of the achieved successes at County facilities, as well as identifying new opportunities for efficiencies. The following examples highlight several significant achievements:

- Cost Savings from Conservation Measures In the past ten years, the County has made
 considerable strides in building efficiency upgrades, which have resulted in significant
 energy, water, and cost savings. To date, the County has realized more than \$8 million in
 energy and operational savings from these upgrades. Sustainability staff has been
 working with Facilities Management to better measure the cost and energy savings from
 day-to-day upgrades, and a more detailed report will be included in future status reports
 to the Board.
- New Utility Tracking Software Facilities and Sustainability are continuing to make data and utility analysis a high priority by working together to streamline building

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performance data collection, analysis, and reporting. This year staff is piloting a new utility tracking software that has advanced capabilities and features, including baseline setting, goal tracking, and detailed energy efficiency savings tracking. These features will also be helpful in the development of the updated greenhouse gas inventory for County operations.

- Facility Sustainability Surveys In an effort to get specific, accurate baseline data for input into the new utility tracking software, staff completed a building sustainability survey for all major County buildings. The survey included an inventory of all LED lights, recycling bins, motion sensors, and other data points. This information will be aggregated into a report which will help advise Facilities and Sustainability on the top priority buildings in need of upgrades and improvements.
- Sustainability Demonstration Center Leon County's Sustainable Demonstration Center continues to serve as a model in the community for sustainability best practices for retrofitting and renovating an old building. The Demonstration Center is operating at its 6th year of being Net-Zero Energy, producing more power than the building consumes over the course of each year. In light of the upcoming co-location of the Human Services and Community Partnerships department and Cooperative Extension staff in this building, an ASHRAE Level 1 energy audit, a national standard for energy audits, was conducted to ensure that the increased occupancy of the building would not affect the Net-Zero status. Ultimately, this analysis has shown that we can anticipate that the building will remain Net-Zero. The primary restrooms are currently being upgraded for ADA purposes, however the opportunity was used to also upgrade the restroom fixtures to further drive energy and water efficiency and provide another opportunity for public education.

100% of New County Building Construction, Renovation and Repair Utilize Sustainable Design Sustainability and Facilities staff have been working on a strategy to best accomplish this 5-Year Target included in the approved FY2017 – 2021 Strategic Plan. To date, staff has worked on integrating sustainability language into various Facilities' documents and standard operating procedures, including maintenance guidelines, custodial contracts, and landscaping contracts. Currently in progress is an update to the Facilities Design Guidelines to further incorporate sustainability standards and action for all new construction.

Water Bottle Filling Stations

In an effort to encourage Leon County employees to stay healthy by drinking more water while simultaneously reducing the number of plastic water bottles used, water bottle filling stations have been installed in various County buildings. This year, five new stations were installed at the Public Defender's Office, the Public Safety Complex, the Office of Resource Stewardship, and the Bank of America building. This brings the total number of stations to 15, which have collectively saved 150,000 plastic water bottles from being used. Staff continues to identify new locations to install these filling stations in County facilities.

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Fleet Efficiencies

Fleet Management and Sustainability staff have continued to work together on advancing efficiencies in the County's fleet. The following highlights are four of the year's initiatives in fleet efficiencies:

- Fleet Best Practice and Electric Vehicle Evaluation: Fleet and Sustainability staff has been exploring best practices and technology for increased fleet efficiencies and electric vehicle procurement. The research has included examples of methods for changing driver behavior, alternatives to in-person meetings, and electric vehicle technologies. This research will ultimately guide new strategies to continue the objectives outlined in the Green Fleet Policy.
- Fuel Software Upgrade: Fleet is currently in the process of upgrading the department's fueling software with the goal of getting more accurate fuel consumption and efficiency data. Once the upgrade is complete, staff from the Sustainability Office and Fleet will work closely together to identify even more opportunities for efficiencies and savings.
- Fuel Efficiencies with Leon County EMS: EMS Leadership and Sustainability staff have been working on exploring creative solutions to achieve higher fuel efficiencies in the County's ambulances. Given the nature of EMS crews' work and the intensely high stress on the ambulances to run continuously for so many hours, staff believes that there are significant opportunities for savings on fuel as well as on materials and Fleet staff time for maintenance. Staff is currently researching various technologies, including an on-board battery system that can be used to provide air conditioning to the crew without running the engine, which could have a significant impact on ambulance idle times.
- EV Charging Stations: In an effort to encourage both Leon County citizens and employees to transition to electric vehicles, the Office of Sustainability installed three new Electric Vehicle Charging Stations at various Leon County facilities: Leroy Collins Main Library, Eastside Branch Library, and the Leon County Courthouse (for employee use). The stations are free of charge to the user, and showcase Leon County's commitment to alternative transportation. Since the first station was installed in June 2018, the charging stations have been used 135 times, totaling more than 400 hours of charging time and displacing more than 300 gallons of fuel. With this success, staff is currently evaluating next potential locations that can provide benefit to both staff and the general public.

Solar Energy Production on Leon County Facilities

Leon County's inventory of solar PV arrays on County facilities continues to expand. In summer 2018, the Office of Resource Stewardship became the third County building to host a solar array, following the arrays at Cooperative Extension and Eastside Branch Library. Since these solar arrays came online, they have collectively produced a total amount of 485 MWhs (MegaWatt hours), which is equivalent to taking 78.8 passenger vehicles off the road for a year. In addition, at the April 24, 2018 Meeting, the Board committed to further expanding solar energy by allocating \$190,000 in funds from the Deepwater Horizon oil spill settlement to install solar arrays on the following four additional County facilities: Leon County Courthouse, the Transfer Station, the Northeast Branch Library, and Apalachee Regional Park. The installations of solar

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at the Northeast Branch Library and the Transfer Station will begin at the end of the calendar year, the Courthouse installation will commence following a roof replacement, and the Apalachee Regional Park installation will be integrated as the Master Plan is executed. The addition of these installations will bring the total number of solar arrays on County facilities to seven.

2. Policy & Program Administration

Staff has implemented and is continuing to develop various policies and programs to expand our reach and improve our services.

Employee Engagement in Sustainability

The Office of Sustainability staff continues to engage employees in sustainability in an effort to integrate best practices into day-to-day work life. The following initiatives are examples of ways that staff is connecting with the greater Leon County team:

- Workplace Sustainability Workshops This year, Sustainability staff finished hosting the first round of Workplace Sustainability Workshops for all Leon County departments. The objective of these workshops is to increase sustainability education and practice within Leon County departments and operations, conserve more resources, recycle better, and connect employees to sustainable practices.
- Green Team Formed in July 2017, the Leon County Green Team serves as the County's interdepartmental sustainability task force comprised of one to two representatives from each Leon County work area. The team meets once every two months and dives into various topics as well as discusses additional ways to make Leon County an even more sustainable organization. This past year, the Green Team has covered a variety of topics including recycling, sustainable transportation options, green purchasing, Florida-Friendly landscaping practices, and local food options. The team also took two site visits to Marpan Recycling and Cooperative Extension to see some of these sustainability examples in action. As a result of this collaboration between departments, resources such as a "Green Purchasing Guideline" have been created to empower Green Team members to influence their own department with green initiatives. The guideline provides easily accessible information for sustainable purchasing options for kitchen, breakrooms, and office meetings/events. In addition, staff created an email rental system for Leon County employees to borrow reusable dishware, cups, and utensils for meetings and events through the county. Staff continues to work with Green Team representatives to expand sustainable initiatives in each department.
- New Employee Orientation Sustainability staff continues to give a condensed sustainability presentation to all new employees at the HR monthly New Employee Orientation. This engagement ensures that all new employees learn about the County's sustainable services, understand that sustainability is a priority for Leon County, and recognize how sustainability can be practiced at work.

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• All Employee Email – Starting in 2018, the Office of Sustainability sends out a "Green Tip of the Month" to all employees that shares information about upcoming events or asks for input on a survey in addition to providing easy ways to practice sustainability in the workplace and at home. Often, these emails will ask for employee feedback or engagement in exchange for a sustainability item such as a reusable water bottle or utensil set. Staff has received positive feedback about these emails and continues to think of new ways to engage employees.

Community Garden Program

New gardens continue to be developed and awarded grants consistent with the Board's Community Garden Policy, adopted in 2012. With the help of Cooperative Extension, a site visit from a Cooperative Extension Agriculture Agent is required prior to all garden grant approvals to advise on proper sunlight, water, placement, and overall health of garden. Staff has also continued communication with existing gardens and garden organizers, and received updates about the status of the gardens. In an effort to showcase the success of this program, gardens that have received funding from Leon County are featured as a part of the Green Map.

Since the last report, eight grants have been awarded to support community gardens on non-County properties under the County Stakeholder Garden program:

- Elder Care Services Garden, 2518 W. Tennessee Street Through their first Leon County garden grant, Elder Care Services created their new garden to supplement food they already distribute through Meals on Wheels. The garden will provide further nutritional stability to homebound seniors as well as volunteer opportunity for volunteers who wish to assist these seniors. In August, staff attended the Ribbon Cutting Ceremony which announced the installation and official opening of the new garden.
- Lutheran Social Services Better Angels Garden, 606 W. 4th Avenue Lutheran Social Services' Better Angel Garden will provide gardening opportunities and fresh produce for residents of the organization's Senior Housing. The organization hopes that the new garden will become a healthy outlet for physical activity and socialization for residents.
- Trinity Knights Catholic School Garden, 706 E. Brevard Street Trinity's Catholic School received their first Leon County grant to expand two garden beds originally planted on their property through an Eagle Scout Project. Faculty will use the garden to create awareness of sustainability issues among students, provide a learning opportunity for children through gardening, and offer donations of their harvest to their partners such as Second Harvest and the Kearney Center. The after-school program will run the garden during the school year, while summer program students will maintain it over the summer.
- *Maclay School Garden, 3737 N. Meridian Road* Maclay School received their first garden grant to expand their outdoor classrooms, which are primarily coordinated by the Science Lab Teacher. Grant money will be used to expand their educational vegetable garden, which is used by 25 classes a week (over 450 children).
- Goodwood Wellness Garden, 1600 Miccosukee Road Goodwood Museum is partnering with Tallahassee Memorial Hospital (TMH) to construct a new garden on Goodwood

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Museum Property which will serve the community as a place for education, recreation, therapy, food production, and historical interpretation. Additional produce grown by TMH staff and Goodwood volunteers will be donated to Second Harvest Food Bank. This is their first garden grant from Leon County.

- Promise Land Urban Youth Farm, 510 E. Orange Avenue The purpose of the Ensample Ministries' Promise Land Youth Urban Farm is to serve South City children and families by providing opportunities to learn about healthy food, gain leadership and entrepreneurial skills, and empower residents to increase their involvement in community engagement. Although this site has received grants from the County in previous years, this is the first time this particular organization/management will receive a garden grant.
- St. Paul's Methodist Church Mosaic Garden, 1700 N. Meridian Road The Mosaic Garden first received a grant in 2016 and is using their second garden grant from the Leon County to expand their existing productive garden. Volunteers from the Creation Care group at the church tend to the garden daily and donate all produce to Manna on Meridian Food Bank. The grant will be used to raise existing garden beds to protect from pests, as well as to buy some new garden tools and seeds.
- Yellow Thumb Garden at Florida Baptist Children's Homes, 8415 Buck Lake Road Yellow Thumb Garden has received two prior grants in 2016 and 2017, with a third Leon County grant in 2018 to improve and extend the current irrigation system for better water conservation and to continue to expand the garden. The garden helps offset the cost of fresh produce for foster children in their care, as well as provides jobs for children in their Life Skills Program.

The first six gardens on this list are receiving a Leon County Garden Grant for the first time, and the other two are receiving a grant for the second or third time. One of the challenges facing community gardens is sustaining the enthusiasm and participation of its members. In the past several years, Ft. Braden Community Garden has seen a dramatic decrease in garden participants. In March, staff collaborated with the primary garden organizer to coordinate a community meeting at the Ft. Braden Community Center to access community interest in renewing Ft. Braden memberships and establishing workdays for those interested in cleaning and owning a plot. The meeting was a success in gauging what problems arose in previous years and how to avoid them during the garden revamp. Main garden organizers decided to eliminate garden membership fees for the first year to reduce barrier to entry for interested community members. The garden has since gained several new members who maintain several plots in the garden.

Sustainability staff is working with leaders and primary organizers of community gardens to seek ways to improve the Community Garden Grant application and Community Garden Grant policy. This collaboration has helped identify ways to improve the efficiency and clarity of the application process, and potential opportunities to expand the scope of the Community Garden Grant policy to ensure that the County stays ahead of community trends. A future agenda item on this topic will be brought back to the Board for consideration.

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Adopt-A-Tree

Sustainability staff and the Urban Forester have been working closely with Public Works staff to amplify the Adopt-A-Tree program. In past years, only one variety of tree was available for citizens to "adopt," and the program expanded last year to provide three available varieties each year. This year's options are yaupon holly, river birch, and nuttall oak. This not only gives citizens more options, but it also helps citizens pick the right tree for their yard which helps ensure the longevity of the tree. Citizens will also receive helpful information on how to take care of their adopted tree. Since 2012, 1,649 trees have been planted through the Adopt-A-Tree program, and staff is aiming to increase the capacity in coming years to accelerate growth.

Tree Planting and Sustainable Landscaping

Per the adopted Bold Goal to plant 15,000 trees by 2021, Sustainability and Public Works staff are exploring ways to amplify the annual Arbor Day planting and celebration. This year, the event was hosted at Apalachee Regional Park; 185 native variety of trees and 1,000 pine seedlings were planted both along the entrance road and adjacent to the cross country track. This event is a great opportunity to showcase the County's tree planting efforts, engage multiple community organizations and members, and educate volunteers on the importance of planting native trees to support a sustainable ecosystem.

In addition, this year, Facilities Management, the Office of Sustainability, and Cooperative Extension Agents worked together to create a plan to amplify native landscaping at County facilities. As the landscaping contractor continues to maintain and beautify County facilities, native plants will be prioritized when new plantings are due, and exotic plants will be removed as deemed necessary. Native plants are vital to a healthy local ecosystem, as they provide habitat and food for local fauna and often require less water and maintenance. Planting natives at County facilities is a way to showcase the County's commitment to sustainable landscaping and design, and a way to be a model in the community for other organizations.

These extended efforts have been successful, as Leon County is in the process of completing its first Florida Friendly Landscaping certification at Eastside Branch Library. This is a certification program through the UF/IFAS Extension that looks at measures including water efficiency, invasive species presence, and proper fertilization. To help with continued site certification, key staff from Office of Resource Stewardship has been trained on identifying native and exotic plants which will help mitigate any invasive plant issues in the future and advance the native planting initiative.

U.S. Conference of Mayors for 100% Clean Energy Endorsement

Earlier this year, Leon County became the first County to sign onto the Sierra Club's U.S. Conference of Mayors for 100% Clean Energy Endorsement, an initiative previously only available to cities. Staff worked with the statewide Sierra Club representative on this initiative to have Leon County included, and has since had regular meetings with the Chair of the Big Bend Sierra Club chapter to discuss Leon County's continued sustainability and clean energy efforts.

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3. Civic Engagement and Community Partnerships

The Office of Sustainability staff fully recognizes and values the importance of community partnerships and involvement in sustainability efforts throughout Leon County.

Outreach Efforts

Engaging citizens in sustainability and helping drive sustainable action in the community are two important initiatives in the Office of Sustainability. This effort is accomplished by attending community meetings, writing articles for local publication, and posting on social media.

- Written Publications: Staff has written two articles this past year that have been published in the Tallahassee Democrat through Sustainable Tallahassee's "Greening Our Community" blog articles. The articles were promoting two events sponsored by the County, the Spring Home Expo and the Lake Jackson On-the-water Cleanup. In addition, the Sustainability Office and Community & Media Relations (CMR) updated the Sustainability Office's brochure to include more information about the free services and resources Leon County provides. The new brochure now highlights the Renew Center and free mulch available at Solid Waste, as well as promotes the Community Garden Grant Program and educational presentations.
- Recycling Campaign: In an effort to promote recycling and reduce contamination rates, staff launched a recycling campaign in June through radio and social media. Staff created concise informational messages with graphics each highlighting a specific material. Examples of messages include promoting cardboard recycling, avoiding putting plastic bags in the recycling bin, and bringing used rubber tires to the HHW center. Staff worked closely with Marpan Recycling Facility to ensure messages would be useful to their facility's operations. Since starting the campaign, engagement with residents on Facebook has dramatically increased. Staff continues to explore innovative ways to spread the word on correct recycling practices and encourage more recycling.
- Presentation at the Recycle Florida Today Conference: This year, staff presented at the annual Recycle Florida Today Conference on Leon County's creative community engagement and social media strategies. More than 80 people attended the presentation, including recycling coordinators from all over the state of Florida, representatives from recycling facilities, and solid waste experts. Multiple attendees followed up after the presentation asking to borrow Leon County's content and ideas in other counties, which demonstrates Leon County's innovation and creativity.
- Household Hazardous Waste Collection Events: This year, Household Hazardous Waste rolled out a variety of new media, including a new video, to engage even more people in the monthly collection events. This effort resulted in record numbers at the events in FY18, with 3,851 customers, even with one of the usual collection being canceled due to weather. Customers brought in 109,840 pounds of hazardous waste as well as a record 111,030 pounds of electronic waste, exceeding the closest year by almost 20,000 pounds.
- ORS Facebook Page: Through the Office of Resource Stewardship Facebook page, staff
 has engaged with the community about relevant Leon County programs and services

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related to sustainability. The page now has over 2,270 followers, which is a 16% increase from last year's number. Followers continue to be engaged and educated in creative ways, with one example of this being through this year's social media recycling campaign (Attachment #2). Facebook has been a great tool for promoting our office's efforts to Leon County citizens, many of whom were not aware of our services prior to our greater online presence.

- School Engagements and Connections: Staff continues to meet the needs of local schools in the county through supporting recycling initiatives and sustainability education. In the past year, staff has worked with faculty and staff at WT Moore Elementary, Pineview Elementary, Trinity Knights Catholic School, SAILS, and Conley Elementary to help with educational presentations, field trips, and recycling efforts. Over 60 recycling bins have been donated to expand recycling initiatives at local schools. These school connections also provide opportunities for staff to engage with teachers on additional topics such as the Community Garden Grants and the Growing Green Education.
- *Monthly Stakeholder Meetings:* This fall, sustainability staff began hosting monthly meetings with local sustainability stakeholders to discuss a variety of topics, share what the County is already doing and what is on the horizon, and explore ideas and opportunities for new initiatives.

Annual Agreement with Sustainable Tallahassee

Reflective of our annual partnership with Sustainable Tallahassee, FY18's agreement focused on research and analysis of food waste issues in our community and potential solutions to food waste reduction. Sustainable Tallahassee looked at various institutions that serve food, such as a school, a restaurant, and a grocery store, to better understand the barriers to reducing food waste and identify opportunities for future improvement. Two highlights from this year were the start of a composting program at Roberts Elementary, and Sustainable Tallahassee's pilot test of an app that connects organizations with excess food to those in need of food. Sustainable Tallahassee plans to continue these initiatives despite the conclusion of the 2018 agreement.

FY19's agreement will focus solely on getting the Capital Area Sustainability Compact up and running, and help to fund the Compact Coordinator position, which will be filled by Sustainable Tallahassee. The Coordinator will help organize Compact meetings, do research requested by Compact members, and general administrative duties. An update on the Compact is included later in this agenda item.

The Sharing Tree

As a founding partner, Leon County remains involved in the growth of the Sharing Tree. In the past year, the organization has diverted over 50,000 pounds of materials to landfill and resold them to the community. In August 2017, the facility that housed the Sharing Tree in midtown was sold to a new owner for redevelopment, and the Sharing Tree Board made the decision to relocate to the Centre of Tallahassee. In October 2018, the Centre's management did not renew the leases for the tenants in the eastern wing of the building due to upcoming renovation and new tenants, so the Sharing Tree had to vacate. The organization is currently searching for a new space and seeking partnerships with other local non-profits to potentially share a space.

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At the April 24, 2018 Budget Discussion Workshop, the Board voted to reduce the Sharing Tree's funding to \$10,000 in FY19 and to eliminate funding in FY20. Ten years ago, when Leon County became one of the founding partners and supporters of the Sharing Tree, the goal was to help the organization get off the ground and eventually phase out funding as the Sharing Tree grew to achieve financial sustainability. The Sharing Tree is focusing on new opportunities and partnerships with the goal of maintaining fiscal sustainability into the future.

Litter Reduction and Beautification Initiatives

In the 2016 Budget Workshop, as recommended by staff, the Board relocated funds from Keep Tallahassee-Leon County Beautiful to the Office of Sustainability for various litter reduction and beautification initiatives. Sustainability staff has partnered with several organizations over the past year to leverage the impact and breadth of the funds. This has resulted in multiple successful events and community engagement initiatives, which are detailed below.

- Buy-One-Get-One Free Deal at Native Nurseries Native plants are a vital part of the health and biodiversity of our natural areas, and help ensure a sustainable ecosystem. In order to encourage planting natives, the Sustainability Office partnered with Native Nurseries to sponsor a BOGO deal on all native plants at the nursery. The deal "sold out" by early afternoon due to hundreds of participants, and the feedback from the community was overwhelmingly positive. This event was not only important for promoting native plants, but also for supporting economic development for multiple local businesses, including Native Nurseries itself and its local growers. Native Nurseries also reported many new customers at this event, which is a marker of success for the small business.
- Lake Jackson Cleanup On September 29th, Leon County hosted an on-the-water cleanup of Lake Jackson. The event was a huge success, with over 70 volunteers working to pull more than 500 pounds of trash out of the water. A significant reason for the success was due to partnerships with Tall Timbers, Harry Smith Outdoors, the Florida Kayak School and Tours, Friends of Lake Jackson, the Department of Environmental Protection, Sustainable Tallahassee, the Florida Fish and Wildlife Conservation Commission (FWC) Florida Youth Conservation Centers Network, and the Leon County 4-H. Participants learned about the importance of Lake Jackson's ecosystem and how to prevent litter from entering our local waterways. Many volunteers had never been to Lake Jackson and were thrilled to have an opportunity to experience all the Lake has to offer
- Amnesty Day At the Budget Workshop on June 20, 2017, the Board authorized staff to host Amnesty Days at the Rural Waste Service Centers (RWSC) two times a year, once in the fall and once in the spring. The first Amnesty Day was hosted on Saturday, October 14, 2017 and the spring Amnesty Day was hosted on Saturday, April 14 2018. The intent of the Amnesty Days was to reduce the amount of illegal dumping in Leon County by giving citizens an opportunity to dispose of bulky and hazardous materials free of charge at multiple locations around the County. In planning for the event, staff estimated that upwards of 1,500 citizens would participate in the Amnesty Days; this is three times the number of citizens that have visited the RWSCs on the busiest day of the year. However, following an analysis of these events and their impact, it was determined

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that the amount of material brought to the Rural Waste Sites on either of the Amnesty Days was not an increase over an average Saturday, despite numerous and in-depth outreach efforts and event marketing. In addition, there was no noticeable difference in the amount of illegal dumping or littering in the area. After speaking with various stakeholders, staff believes the lack of event participation is due to a few factors, including that many of the larger illegal dumping sites are done by commercial entities, which are not able to take advantage of the rural waste sites. Reflective of the results, alternative approaches to reduce illegal dumping were examined after the lackluster results of the Rural Waste focus.

Instead, the Office of Sustainability is working with Household Hazardous Waste and CMR on a new initiative that engages businesses in proper hazardous waste disposal. This coordinated outreach campaign will educate businesses about the legal requirement for proper disposal and invite them to utilize Household Hazardous Waste's services that offer at-cost disposal for these items.

Updating the Sustainability Action Plan for County Operations

At the May 22, 2018 Commission Meeting, staff recommended and the Board approved the County proceeding with a new Greenhouse Gas inventory of County operations and update the Sustainability Action Plan for County operations. Staff has begun the process of conducting a Greenhouse Gas inventory using 2015 as the baseline year, and will use the results of the inventory to provide direction and priority to the Sustainability Action Plan objectives and goals. While the Sustainability Action Plan will be for County operations, there will be several proposed action items that are community-facing rather than internally-facing. Existing examples of community-facing initiatives are the County's Community Garden Grant Program and the PACE Program. Staff plans to get public input and feedback on the community-facing action items in the plan through multiple stakeholder meetings. The Leon County Sustainability Action Plan will be brought to the Board for approval in spring 2019. The creation of this action plan for County operations will also achieve one of the requisites in the Capital Area Sustainability Compact, with more details covered in the following section.

Capital Area Sustainability Compact

In fall of 2017, staff approached leadership of Sustainable Tallahassee on a collaborative idea to further drive sustainability in the community. The idea evolved into the Capital Area Sustainability Compact, with the hope that the largest local organizations in the community would join on and work together to tackle sustainability challenges and identify shared opportunities. The first meeting with the potential member organizations occurred in April, with nearly all members expressing interest in moving forward with creating and joining onto the Compact.

At the May 22, 2018 meeting, the Board authorized the County Administrator to sign the Capital Area Sustainability Compact (CASC), and authorized staff to participate on the CASC Steering Committee. This summer, Sustainable Tallahassee leadership, aided by Sustainability staff, engaged the CASC member organizations to further refine the language of the Compact document (Attachment #3). Notably, the refinements of the Compact document were semantic

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and had no impact on the scope, purpose or mission of the Compact. The Compact document comprises the purpose of the Compact and the commitments of member organizations. The group also focused on more granular details including outlining who will administer the Compact, how often the Steering Committee will meet, and other administrative details. Nine of the ten organizations are pursing becoming members, with Talquin Electric choosing not to join the Compact. The following organizations are currently routing the Compact document for final consideration: Leon County Schools, Florida State University, Capital Regional Medical Center, the Tallahassee Chamber, Florida A&M University, the City of Tallahassee, Tallahassee Community College, Tallahassee Memorial Healthcare, and Leon County Government. At the next Compact meeting, member organizations will begin to discuss specific topic areas, how the different organizations' opportunities and challenges might overlap, and what topic areas may form the first work groups.

This item includes a recommendation for the County Administrator to execute the Capital Area Sustainability Compact in its final form. By agreeing to sign on to the Compact, each organization agrees to work in close collaboration with other members to drive greenhouse gas emissions and sustainability progress in the community, designating a representative to participate in the CASC Steering Committee, and creating an internal sustainability action plan. There are few other examples of this type of public and private collaborative sustainability work around the United States, with similar examples including the Southeast Florida Regional Climate Compact and the Cambridge Compact founded by the City of Cambridge, Harvard University, and Massachusetts Institute of Technology. This effort is the first of its kind in this region, and will hopefully set an example for other communities to work together in a collaborative model. Staff is looking forward to working with other Compact members to identify new ways to work together, address shared issues, and explore shared opportunities to drive sustainability progress forward in the county.

4. Sustainable Community Summit

Since 2008, Leon County has hosted Sustainable Community Summits approximately every two years to engage and help educate the community in sustainability. The summit topics have varied over the years, covering areas such as climate action and general sustainability, sustainable food systems, outdoor recreation, and sustainable tourism. The most recent 2017 Summit, themed *Exploring Our Backyard*, offered a broad array of community "field trips" after a more traditional conference setting. The events continue to draw hundreds of attendees every year, and staff has made an effort to offer new activities, topics, and arenas to ensure that the events stay fresh and exciting. In hearing feedback from participants, the outdoor engagement was greatly valued which in turn helped to shape the proposed 2019 event.

February 2019 will be a significant month for Leon County, as it marks the 10 year anniversary of the creation of the Office of Sustainability. The 2019 Sustainable Community Summit will celebrate this milestone by showcasing the County's sustainability accomplishments over the last decade, integrating new approaches to engagement, and highlighting fellow Compact member organizations' sustainability efforts. Staff is working to refine a fresh Summit format that will

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bring people outside of the standard convention center to interact with other community members on various topics of sustainability (Attachment #4). A few highlights of this approach include hosting the Summit outdoors at Alford Greenway, giving citizens an opportunity to provide feedback on the components of Leon County's Sustainability Action Plan that face the community, and immersing attendees in different topic areas of sustainability through engaging activities with community partners. Topic areas will include subject matter such as energy conservation, waste, and sustainable food systems and highlight County initiatives such the PACE Program, recycling education, and the Community Garden Grant Program. Staff is working to ensure that the Summit continues to reach new audiences and engage citizens in new ways.

Conclusion

The Office of Sustainability continues to explore opportunities to positively impact our community by means of conserving resources, expanding community partnerships and citizen engagement, and developing impactful policies and programs for the benefit of the citizens in Leon County. Staff continues to stay up-to-date on the sustainability trends around North America by continuing to be actively involved in the Urban Sustainability Directors Network, the Southeast Sustainability Directors Network, and the Florida Sustainability Directors Network, all networks of local government sustainability staff that engage monthly to share best practices, seek advice on particular initiatives, and collaborate on projects. These networks have ensured that staff remains forward thinking about Leon County's program. Looking forward to the coming year, the Office of Sustainability is excited to celebrate the 10 year anniversary by exploring big initiatives such as updating the greenhouse gas inventory for and the internal Sustainability Action Plan for County operations, advancing sustainable purchasing efforts, and participating in the Capital Area Sustainability Compact.

Options:

- 1. Accept the annual status update on the County Sustainability Program.
- 2. Accept the status report on the 2019 Sustainable Community Summit.
- 3. Authorize the County Administrator to execute the Capital Area Sustainability Compact (CASC) in final form.
- 4. Do not accept the status update on the County Sustainability Program
- 5. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

- 1. Additional Information on the PACE Program for Leon County's website
- 2. Facebook Engagement Examples
- 3. Capital Area Sustainability Compact
- 4. 2019 Sustainable Communities Summit Overview

Leon County PACE Program Enhanced Frequently Asked Questions www.LeonCountyFL.gov/PACE

<u>Is PACE right for me?</u>

As you continue to research the PACE Financing Program to see if it is right for you, consider exploring all options that might be available to you by checking with:

- o Your utility provider for rebate or assistance programs,
- o Your bank for options like a Home Equity Loan, etc.
- o Income qualifying resources, such as the <u>Capital Area Community Action Agency</u>
- O Your contractors, who often provide finance options for improvements through the manufacture such as roofing, windows, or HVAC.

How does PACE financing work?

Once a PACE-qualifying project is approved and the contractor completes the work, the PACE program administrator provides funding for the project which is then repaid through a non-ad valorem assessment levied on the property. Property owners repay the financing annually through their property tax bill.

What improvements qualify for PACE financing?

PACE qualifying improvements are improvements to real property including, but not limited to, energy conservation and efficiency, renewable energy and wind resistance improvements. Examples of qualifying improvements include new roofs, air conditioning units, impact windows, and solar panels. For questions regarding specific qualifying improvements, contact the individual PACE program administrators.

How do I qualify for PACE financing?

As a PACE financing applicant, you must own the property, have some equity in it, and have a history of responsible mortgage and property tax payments. For more information, visit www.FDFCbonds.com/PACE.

Can I sell my home before I have paid off PACE financing?

PACE financing can be transferred to the buyer, but this is not guaranteed as the buyer or the buyers lender may require the remaining PACE obligation to be paid in full, as part of the sale of the property. Terms would be determined by both seller and buyer during negotiations.

What happens if I am not happy with the improvements?

Program administrators of PACE are required to only use contractors who have met certain standards for work quality, thus protecting customers from contractors who might not have the proper certification or do substandard work. In addition, contractors are not paid until you are satisfied with the completed work.

How many years can I finance for?

The payback period is up to you, and can vary from five to twenty years.

How is the interest rate determined?

The interest rates and fees for the project are set by the PACE program administrator at the time the Financing Agreement is finalized with the property owner and are determined by various factors including the length of financing period.

Should I get an energy audit before making the improvements?

PACE Financing does not require an energy audit. However, completing an energy audit for your property is a good idea, even if energy-efficiency improvements are not pursued. Energy audits can help you understand which appliances and units are consuming the most energy, identify inefficiencies and potential upgrade options for a more efficient home or business. In Leon County, both utility providers, the City of Tallahassee Utilities and Talquin Electric Cooperative, offer free residential and commercial energy audits to all customers. If you are a City of Tallahassee Utilities customer, call 850-891-4968, and if you are a Talquin Electric Cooperative customer, call (850) 627-7651 to schedule an audit.

Who do I contact about contractor or installation questions or concerns?

Any questions regarding contractors or product installation should be directed to the PACE program administrator that was chosen for the PACE financing project.

For Homeowners:

Are you a homeowner interested in PACE financing? Follow these seven simple steps:

- 1. **Learn more about PACE** Read our FAQs on PACE and become more familiar with the program.
- 2. **Choose a PACE Program Administrator** A list of approved PACE Program Administrator for Leon County is available through our PACE Program Coordinator, the Florida Development Finance Corporation.

CONSUMER PROTECTIONS:

a. The Florida Development Finance Corporation provides oversight to each approved program administrators within its program.

3. **Apply** – Complete an application with the PACE program administrator of your choice.

CONSUMER PROTECTIONS:

- a. Each program administrator will verify the property is eligible for the program, the owners of the property are included in the process and sign the application forms and a notice is sent to the mortgage company as required by Florida Statutes.
- b. Live phone call with the program administrator to review critical information about their financing option. Homeowner confirms the financing terms and can ask questions regarding the repayment structure.
- c. Disclosures and addendums are within the Financing documents and should be read and reviewed carefully before signing.
- 4. **Identify a Contractor** After applying with a PACE program administrator, choose from their available contractors.

CONSUMER PROTECTIONS:

- a. Only contractors who have been approved to provide financing through a program administrator are able to offer the financing option to consumers.
- 5. **Kick Off Project** Identify the qualifying improvement with the chosen contractor.

CONSUMER PROTECTIONS:

- a. Project Review: The Florida Development Finance Corporation reviews and provides feedback if necessary, for all projects submitted for eligibility and pricing parameters.
- 6. **Sign the Completion Certificate** Upon completion of the project, the property owner signs a completion certificate confirming they are satisfied with the project.

CONSUMER PROTECTIONS:

- a. Homeowner can contact the program administrator if there are any questions regarding the confirmation of the project completion.
- b. Project payment reminder is emailed from the program administrator upon full completion of the project and execution of the completion certificate to assist the homeowner in preparing for their first payment.
- 7. **Contact your Mortgage Lender** If you have an existing mortgage with an escrow account, notify the lender of your new assessment.

Facebook Recycling Engagement Examples

Example 1: Recycling Campaign



Example 2. Educational and Interactive Posts



Capital Area Sustainability Compact

WHEREAS, it is a collective responsibility of governments, universities, businesses, and citizens around the world and the United States to minimize their footprint and practice resource stewardship

WHEREAS, Florida is one of the most vulnerable states in the nation to the effects of a rapidly changing environment; and

WHEREAS, organizations develop action plans to strategize the most impactful initiatives to reduce greenhouse gas emissions and ensure community-wide environmental, economic, and social prosperity and vitality; and

WHEREAS, significant consideration is given to sustainable strategies designed to protect public infrastructure, property, water resources, transportation, energy, food, and other elements of quality of life; and

WHEREAS, local universities, organizations, businesses, governments can work together successfully to address challenges facing our community and identify shared solutions; and

WHEREAS, the Capital Area Sustainability Compact, a group of non-profit, public, and private entities in the Capital Area of Florida agree that committing to climate action, fostering resilience, and driving sustainability are of the utmost importance to support the quality of life found in the Capital Area.

NOW THEREFORE, BE IT RESOLVED BY THE ORGANIZATIONS SIGNING BELOW:

SECTION 1: shall work in close collaboration with the other CASC members to develop a joint strategy to minimize the community footprint, reduce community greenhouse gas emissions and drive sustainable action in the Capital Area.

SECTION 2: shall designate a representative from their organization to participate in the CASC Steering Committee. This Steering Committee shall meet at least once a quarter to discuss each member's progress, share resources, and explore ways to collaborate. The Steering Committee shall also jointly identify a target area of focus each year, for which each member organization shall contribute meaningful action.

SECTION 3: will assess their respective organization's current sustainability efforts and integrate an internal sustainability action plan into or alongside other organizational documents, containing measurable, actionable, achievable steps within two years of signing this Compact.

SECTION 4: agree that the development of this Compact is an evolving process subject to periodic amendments and each organization shall provide updates on their respective progress, successes, and challenges.

SECTION 5: agree that Sustainable Tallahassee, a non-profit organization dedicated to promoting environmental economic, and social sustainability in the Tallahassee regional area, will be the conveners and administrators of this Compact and responsible for all administrative tasks, reports, and research as requested by the Compact.

Organization	Date
Organization	Date

2019 Sustainable Community Summit Outline

Overview:

- The 2019 Sustainable Community Summit will help celebrate an important milestone: the 10 year anniversary of Leon County's Office of Sustainability
- The Summit will celebrate this milestone with a fresh, exciting approach to the event; it will be hosted outdoors at Alford Greenway
- The Summit will:
 - Highlight the County's sustainability accomplishments over the last decade
 - Give attendees a platform to interface with community organizations on various topics of sustainability
 - o Provide immersive, interactive educational opportunities
 - Give citizens an opportunity to weigh in on the components of Leon County's Sustainability Action Plan that face the community

Saturday March 30, 2019 (tentative)

What: A Summit day showcasing Leon County's sustainability efforts, getting community input on key areas for the Sustainability Action Plan, inviting key community organizations' participation, and highlighting sustainability efforts of Capital Area Sustainability Compact members. The day will provide an opportunity for attendees to be immersed in and educated on different sustainability-related topics/themes such as Waste Reduction, Energy and Water Conservation, Transportation, Sustainable Food, etc. Each topic area will include activities and voting boards gathering public opinion to encourage citizen engagement for input.

When: Saturday, March 30, 2019 from 9am-1:30pm (tentative)

Where: Alford Greenway (Park at Swift Creek Middle School and use school building as an alternative rain location)

Draft schedule:

- **8:30am 9:15am** –Attendees park at school, are bussed or bike to Alford Greenway (should inclement weather arise, event to be held at Swift Creek Middle School)
- **9:15am 9:30am** Welcome and Introduction
- **9:30am 12:15pm** People are grouped together in groups of ~ 30 and rotate through topic areas of engagement (i.e. transportation, green space, etc.) every 20 minutes, guided by a Group Leader
- **12:15pm 12:30pm** Attendees get lunch

- **12:30pm 1:30pm –** Speaker/Facilitator brings program together for a close during lunch
- **1:30pm** Attendees are bussed back to cars or can stay to enjoy the park through Greenway rides or borrowed bikes, speak with organizations in the topic tents, or go on a nature walk

Leon County Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Orange Avenue Corridor Investment Report and Interim Placemaking

Improvements at the Intersection of Meridian Street

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management & Community Enhancement
Lead Staff/ Project Team:	Cherie Bryant, Director, Planning Autumn Calder, Director, Blueprint T.J. Lewis, Planner I, Planning Megan Doherty, Principal Planner, Blueprint

Statement of Issue:

This item seeks Board acceptance of the Orange Avenue Corridor Investment Report which features public and private sector projects, completed and underway, to highlight the significant initiatives and investments that encourage quality land use and redevelopment activities along the Orange Avenue corridor.

This item also seeks Board acceptance of a status report on the Blueprint 2020 Orange Avenue/Meridian Street Project and interim placemaking improvements. The status report includes an overall project description and budget update for interim park-like improvements proposed on the future StarMetro Superstop site located at the northwest corner of Orange Avenue and Meridian Street which will be considered at the December 13, 2018 Blueprint IA meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the 2018 Orange Avenue Corridor Investment Report (Attachment #1).

Option #2: Accept the status report on the Blueprint 2020 Orange Avenue/Meridian Street

Project and Interim Placemaking Improvements.

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Report and Discussion

Background:

At the June 19, 2018 regular meeting, the Board directed staff to bring back a comprehensive review of development and capital improvement projects along the Orange Avenue corridor. This item seeks Board acceptance of the Orange Avenue Corridor Investment Report which features public and private sector projects, completed and underway, to highlight the significant initiatives and investments that encourage quality land use and redevelopment activities along the Orange Avenue corridor (Attachment #1).

As requested by the Board at the November 20, 2018 meeting, this item seeks Board acceptance of a status report on the Blueprint 2020 Orange Avenue/Meridian Street Project and interim placemaking improvements. The Blueprint 2020 Orange Avenue/Meridian Street Placemaking project is a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting), with a total estimated cost of \$4.1 million (Attachment #2). At the Blueprint IA meeting on December 13, 2018, staff will seek the IA Board's approval for the installation of interim placemaking improvements on the future StarMetro Superstop site located at the northwest corner of Orange Avenue and Meridian Street. The status report includes an overall project description and budget update for the proposed interim placemaking improvements to the site, which is currently owned and maintained by Leon County.

The Economic Priority set forth in Leon County's FY2017-2021 Strategic Plan is for Leon County "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." Included in this priority, is to "do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits. (EC1)". While the results of this priority can be seen across the County, they are especially visible along the Orange Avenue corridor.

The Orange Avenue Corridor Investment Report (Report) provides a brief overview of the history of public investments in the area, major planning initiatives and a detailed summary of private and public investments along the Orange Avenue corridor. The Report is a snapshot of recent and planned improvements, many of which are an extension of, or can be attributed to, significant investments made previously including the widening of Orange Avenue from South Monroe Street to Blair Stone Road in 2004 and the subsequent widening from Blair Stone Road to Capital Circle. Table #1 provides a listing of major public infrastructure projects completed between 2006 – 2016 which set the foundation for the current public and private sector investment as detailed in the 2018 Orange Avenue Corridor Investment Report.

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Table #1: Completed Public Infrastructure Projects Along Orange Avenue Corridor

Project	Investment
Widening of Orange Avenue – From South Monroe to Blair Stone Road (2006)	\$28,000,000
Expansion of Capital Circle SE – From Connie Drive to Tram (2008)	\$37,715,142
Expansion of Capital Circle SE – From Tram to Woodville Highway (2010)	\$19,802,752
Widening of Capital Circle SW – From Pensacola Street to Orange Avenue (2015)	\$6,135,804
Veterans Administration Medical Clinic (2016)	\$55,000,000
Total	\$146,653,698

Policies for a Southern Strategy Area (SSA) in Tallahassee-Leon County were incorporated into the Comprehensive Plan in 1998 with a goal of encouraging population and economic growth in the southern part of the City of Tallahassee and unincorporated Leon County, as a counterbalance to the rapid growth experienced in the northern and eastern areas of the community. These policies are intended to generate reinvestment in the southern part of Leon County. The Orange Avenue corridor is the primary east-west connector through the Southern Strategy Area (SSA) and has been the focus of major redevelopment initiatives within the SSA over the last decade. More recently, the Board approved two expansions of the Frenchtown Southside Community Redevelopment Area which encompass most of Orange Avenue from Springhill Road to Jim Lee Road and will provide future public and private reinvestment opportunities.

Analysis:

The County and City policies, strategies and investments aimed at stimulating Southside revitalization have significantly impacted the level of ongoing redevelopment along the Orange Avenue Corridor. The Report includes over 61 major projects that highlight infrastructure and institutional developments aiming to address environmental protection, health care, housing, education, economic development and the Southside transportation network. Collectively, these improvements will significantly enhance the corridor's outlook for future residential and commercial development and better position it for future population growth. To demonstrate the magnitude of investment in the area, the report highlights private investments completed within the past year and private projects currently under construction. The report also highlights public investments programmed in both the County's and City's Five-Year Capital Improvement Programs and other infrastructure implementation plans including the State of Florida, Blueprint, and the Capital Regional Planning Transportation Agency.

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The Tallahassee-Leon County Comprehensive Plan encourages projects and activities that provide significant additive value to the community in strategic areas such as the Southern Strategy Area, geographically centered around the Orange Avenue corridor. As shown in Figure #1, the Orange Avenue corridor runs a length of approximately 8.6 miles through Southern Leon County from Capital Circle West to an eastern terminus at Southwood Plantation Road.

Figure #1: Orange Avenue Corridor Segments



In recent years, the Orange Avenue corridor has benefited from significant capital investment. Planning, Land Management and Community Enhancement (PLACE) staff monitors land use trends and conditions for consistency with the Goals, Objectives, and Policies of the Comprehensive Plan, the economic development strategic plan, the Blueprint funding plan, and related Board objectives. Public and private investments totaling \$1.27 billion (\$1.19 billion Public, \$85 million Private) are located along the Orange Avenue Corridor.

Public Projects

Public projects completed within the last year, currently underway or anticipated within the Orange Avenue Corridor currently total \$1.19 billion, a figure largely attributed to major transportation infrastructure projects as well as major planned capital improvements by Florida Agricultural and Mechanical University and Florida State University. The Table #2 summarizes public projects along the Orange Avenue Corridor.

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Table #2: Public Projects by Segment

Project Name	Investment
SEGMENT 1 - Capital Circle SW to Springhill Road	
Capital Circle Southwest Expansion	\$ 119,000,000
Airport Gateway	\$ 58,700,000
Florida State University - Don Veller Golf Course	\$ 8,000,000
Collins Building Renovation	\$ 1,800,000
Central Pond Trail	\$ 184,904
Technology Incubator / Business Accelerator	\$ 20,000,000
FSU - Interdisciplinary Research & Commercialization Building (IRCB)	\$ 85,000,000
McCaskill and Lake Avenues / Iamonia Street Utility Improvements	\$ 978,000
Orange Avenue Underground Utility Improvements	\$ 4,900,000
FSU - PrimaryHealth	\$ 3,000,000
Debbie Lightsey Nature Park	\$ 50,000
SEGMENT 2 – Springhill Road to Wahnish Way	
Orange Avenue Widening Segment 2	\$ 33,100,000
St. Marks Trail Connection to Orange Avenue	\$ 165,000
Dr. Charles Billings Greenway	\$ 1,864,400
FAMU Way Phase 2	\$ 11,912,875
The Lower Central Drainage Ditch (LCDD)	\$ 5,500,000
Bond Community Utility Improvements	\$ 1,300,000
Sanitary Sewer Relocation	\$ 4,100,000
Septic to Sewer Connection Initiative	\$ 2,750,000
SEGMENT 3 – Wahnish Way to Monroe Street	
Florida A&M Campus Masterplan Projects	\$ 687,337,365
Florida A&M Entry Points	\$ 1,500,000
Palmetto Street Sidewalk	\$ 1,067,000
SEGMENT 4 – Monroe Street to Jim Lee	
Polk Drive Sidewalk	\$ 400,000
Putnam Drive Sidewalk	\$ 750,000
South City / Country Club Creek Drainage Improvements Project	\$ 750,000
Red Arrow Road Sewer and Water Main Extension	\$ 350,000
Magnolia Drive Multi-Use Trail	\$ 10,460,000
New Police/Public Safety Campus	\$ 5,500,000
Orange Avenue / Meridian Street Placemaking	\$ 4,100,000
Beautification and Improvements to the Fairgrounds	\$ 12,000,000
Gene Cox Stadium Turf Replacement, Scoreboards, Fencing	\$ 800,000
Tallahassee Housing Authority / Columbia Residential Redevelopment	\$ 45,000,000
Fairview Middle School	\$ 20,000,000
SEGMENT 5 – Jim Lee to Blair Stone Road	
Rickards High School	\$ 30,000,000
Southeast Sector Greenway	\$ 3,923,400
Total	\$1,186,242,944

Private Projects

Private developments within the Orange Avenue corridor are currently estimated at \$85 million and are heavily concentrated within the eastern-most segments of the study area where significant investment in public infrastructure has occurred such as the widening of Capital

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Circle Southeast, the Blair Stone Road extension, the eastern extension of Orange Avenue into the Southwood Community and the Veterans Administration Medical Clinic. Data tabulated for this report shows trends in multi-family residential and assisted senior living facilities among the major private investments observed. Attachment #1 expands on this investment information in more detail. The Table #3 summarizes private projects along the Orange Avenue Corridor.

Table #3: Private Projects by Segment

Project Name	Investment
SEGMENT 1 – Capital Circle SW to Springhill Road	
Danfoss Turbocor Expansion	\$ 12,000,000
SEGMENT 4 – Monroe Street to Jim Lee	
Planet Fitness - Paul Russell	\$ 500,000
SEGMENT 6 – Blair Stone Road to Southwood Plantation Road	
Evergreen at Southwood	\$ 15,000,000
Capital Regional Medical Center ER at Southwood	\$ 12,500,000
Wendy's at Southwood	\$ 1,600,000
Lullwater Apartments	\$ 10,000,000
Oakland Parc Mixed-Use Subdivision	\$ 2,000,000
Pruitt Health Skilled Nursing Facility	\$ 11,000,000
Sage Tallahassee Assisted Living Facility	\$ 17,500,000
Southwood Retail Strip (Unit 27)	\$ 3,000,000
Total	\$ 85,100,000

Although not included in the report totals because it is not a capital project, the Southwest Area Transportation Plan is currently being developed by the Capital Regional Transportation Planning Agency in partnership with Blueprint 2000 and the Florida Department of Transportation (FDOT). The goal of the Plan is to develop complementary and cohesive corridor plans that enhance safety, mobility, and connectivity in the southwest area of Tallahassee, while preserving the character of the existing neighborhoods and environmental features through data analysis and public/stakeholder involvement.

In addition to coordinating with the Florida Department of Transportation on the Orange Avenue Project Development and Environment (PD&E), public input is being sought in order to develop recommendations for potential improvements on Lake Bradford Road and Springhill Road. Public outreach is already underway and a public forum focused on Orange Avenue was held on June 28, 2018. Similar to how investments in Orange Avenue over the past 15 years spurred the activities and investments detailed in the Orange Avenue Corridor Investment Report, this major planning effort will have a significant catalytic effect on transportation investments and private development in years to come. The Plan is expected to be complete in early 2019. While not a capital project, the Southwest Area Transportation Plan will guide future capital projects throughout southwest Leon County.

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Orange Avenue Corridor Investment Report Summary

The anticipated public and private investments observed in the Orange Avenue Corridor Investment Report will result in improvements to over 672 acres of land, more than 33 miles of combined roadway, underground utility, sidewalk & trail additions and an estimated 1.6 million square feet of new institutional, commercial, and residential space. The Report demonstrates the major improvements to public infrastructure by the County and City, the long-term investments underway or planned by FAMU and FSU, and the growing private sector interest throughout the corridor.

Through the Tallahassee-Leon County Office of Economic Vitality Data Center, PLACE continues to monitor ongoing construction trends and major developments and maintains a regularly updated Economic Dashboard that provides this information countywide. Staff will continue to use this data to provide regular updates to the Board on future developments and investments along the critical Orange Avenue Corridor, as well as to inform policy recommendations to the Board. Each of these activities aligns with the goal of increases in investment, economic growth and quality of life measures along the Orange Avenue Corridor.

Status Report on the Blueprint 2020 Orange Avenue/Meridian Street Placemaking Project

This status report includes an overall project description and budget update for newly proposed interim park-like improvements proposed on the future StarMetro Superstop site located at the northwest corner of Orange Avenue and Meridian Street. The Blueprint 2020 Orange Avenue/Meridian Street Placemaking project is a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting), with a total estimated cost of \$4.1 million. The Blueprint project includes three key components:

- Stormwater Improvements: East Drainage Ditch Floodway Mitigation and Improvement
- Construction and Streetscaping: Conversion of Existing Orange Avenue Stormwater Pond into a community park
- Bus Stop Enhancements: StarMetro Transit Superstop

At the September 20, 2018 meeting, the IA Board approved funding in the amount of \$1 million to initiate the planning and design work for the East Drainage Ditch and Orange Avenue Stormwater Pond. During this period, Blueprint was made aware of several safety concerns in relation to the site of the future StarMetro Superstop at the northwest corner of Orange Avenue and Meridian Street. The future StarMetro Superstop site is currently owned and maintained by Leon County. The City of Tallahassee will maintain the site after the completion of the StarMetro Superstop; however, development of the Superstop is not expected for at least two to three years.

As determined through numerous site visits and discussions with area residents in recent months, the chief safety concerns at this site include trash piles, loitering, poor visibility at night, overgrown areas, and the deteriorating condition of the site due to dumping of a large quantity of asphalt slab pieces. At the same time, community members also reported that the market, food,

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and fraternal activities occurring on-site provide community value, connectivity, and social benefit, which could be enhanced to better serve the local community.

The Orange Avenue/Meridian Street Placemaking project is a top priority project for the Blueprint 2020 which is expected to begin construction in the next two-to-three years. Until the planned project is ready to commence, the existing community activities and challenges on the site present a fundamental policy matter for the County-owned parcel. One approach would be to erect a temporary fence with a "no trespassing" sign until the Superstop is ready for construction. Another approach would be to continue to allow the ongoing activities and deterioration of the property without any oversight. The third approach, as recommended herein, seeks to make interim improvements to the site that will enhance the ongoing activities embraced by the local community for the enjoyment of area residents.

To address the safety and dumping concerns, and build upon the community feedback regarding the active community uses, PLACE engaged in a comprehensive analysis to identify solutions for this site during the interim period prior to the construction of the StarMetro Superstop. Staff has prepared a proposal for improvements on the future StarMetro Superstop site to immediately address safety concerns, encourage and support positive activities at this location, and will not conflict with the long-term plans to construct the Superstop. Further, it is recommended that Blueprint revise its policies to evaluate similar circumstances for other publicly owned parcels awaiting long-term infrastructure improvements. In many cases, Blueprint acquires parcels years in advance of constructing roads, green spaces, and stormwater ponds that can offer a temporary use or benefit to local residents. The new policy should proactively encourage and empower Blueprint staff to assess the benefit and evaluate the feasibility of interim uses. The community engagement process could be very similar to the circumstances supporting the need to take action with the parcel at the intersection of Orange Avenue and Meridian Street.

On October 2, 2018 Blueprint held an Orange Avenue community engagement meeting as part of the Public Spaces to Great Places Summit, a series of community meetings featuring local public spaces and services. The Orange Avenue community engagement meeting was co-hosted by 8 80 Cities, a not-for-profit international urban planning firm that encourages enhanced mobility and public spaces which create a more vibrant, healthy, and equitable community. Meeting attendees shared ideas for intermediate uses on the future StarMetro Superstop site, as well as engaged in visioning for the future community park space at the existing Orange Avenue stormwater pond site located across the street from the future Superstop. Over 50 meeting attendees signed up to stay engaged with both projects. Subsequently, PLACE staff conducted on-site research at the future Superstop site, including tabling at the informal Saturday community market.

The site currently has many uses. On Tuesdays, it is a distribution site for the Florida Food Ministry. Food trucks often congregate on the site, especially weekends, and people set up tables to sell household goods and homemade products. However, illegal activities have also been reported on site, especially in areas near trees with low visibility. The food distribution also results in large amounts of trash from discarded boxes and spoiled food being left behind, contributing to a poor appearance along Orange Avenue.

December 11, 2018

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Residents shared that the food and activities taking place were part of the neighborhood economy and should not be eliminated. However, safety concerns with regards to the lack of lighting were noted, as well as the proliferation of trash on-site. Community members also expressed that it is particularly dangerous to cross Orange Avenue. Others noted that the site provides a much-needed space for communal gatherings as people have been observed bringing in their own chairs to sit and share through conversation.

Proposed Interim Placemaking Improvements to the StarMetro Superstop Site

Building on the community feedback and on-site observations, a proposal to improve the site for community use is described herein and illustrated in an attached rendering (Attachment #3). The Site is envisioned as a temporary "pop-up park" or "community gathering space" to support neighborhood activities. Proposed site improvements include grading the property, removing and installing vegetation, clearly designating pedestrian paths, parking locations, and vendor areas to support the market activities. Additional trash and recycling bins will be provided in order to maintain the appearance of the site. Other park-like features include the installation of a water fountain, public seating, a Little Free Library station, light poles and fixtures, and a kiosk to provide information on the future Blueprint project and community/neighborhood activities. The sidewalks along Orange Avenue and Meridian Street will be widened, consistent with Multi-Modal Transportation District (MMTD) standards, sidewalks will be installed along Polk Drive, and pedestrian crosswalks will be enhanced. Staff will also request law enforcement to increase patrol activity for the site commensurate with the active uses.

The property is currently owned and maintained by Leon County. Several of the proposed site enhancements are anticipated to be performed in-house by Leon County Public Works and all maintenance responsibilities will remain with Leon County until a formal agreement is executed for the construction of the permanent Blueprint project. The interim improvements are also intended to support and accelerate elements of the Blueprint project. For example, the lighting, sidewalks, and pedestrian crosswalks would be permanent fixtures for the Superstop. A future agenda item may come back to the Board regarding the management and allowable uses on the site to reflect the anticipated "pop-up park" or "community gathering space" activities.

Orange Avenue/Meridian Street Placemaking Project Budget and Summary

As approved by the IA Board at the September 20, 2018 meeting, the FY 2019 Blueprint Capital Budget includes \$1 million to initiate the project starting with the planning and design of the East Ditch Box Culverts and conversion of the existing Orange Avenue Stormwater Pond into a community park. The current estimate for the design for these project components is \$600,000. Since approval of the Blueprint Capital Budget, community engagement and conversations with residents contributed to the idea for the installation of the interim improvements and park-like amenities at the future StarMetro Superstop site. To implement these interim improvements with the expectation that they will also support the long-term use planned for this site, it is recommended that up to \$300,000 of the FY 2019 funding allocation be used for interim placemaking improvements to the Superstop site.

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The Board's acceptance of the status report on the Blueprint 2020 Orange Avenue/Meridian Street Placemaking Project acknowledges the proposal for the installation of interim uses on the future StarMetro Superstop site, which is property currently owned and maintained by Leon County, and the utilization of County staff for many of these improvements. This proposal will be presented to the IA Board at their December 13, 2018 meeting for approval to utilize \$300,000 of the total \$1 million in the FY 2019 Blueprint Capital Budget to implement the interim uses on the future StarMetro Superstop site. If approved by the IA Board, Blueprint and Leon County will work to implement the recommendations contained in this status update.

The majority of improvements recommended for the future StarMetro Superstop site can be initiated in the following weeks, pending IA Board approval, with an anticipated completion by Spring 2019. Design services for permanent sidewalk enhancements along Orange Avenue and Meridian Street, as well as lighting installation along Polk Avenue, can be advertised in early 2019 and will take additional time to complete.

Further, it is recommended that Blueprint revise its policies to evaluate similar circumstances for other publicly owned parcels awaiting long-term infrastructure improvements. In many cases, Blueprint acquires parcels years in advance of constructing roads, green spaces, and stormwater ponds that can offer a temporary use or benefit to local residents. The new policy should proactively encourage and empower Blueprint staff to assess the benefit and evaluate the feasibility of interim uses for the IA Board's consideration.

Options:

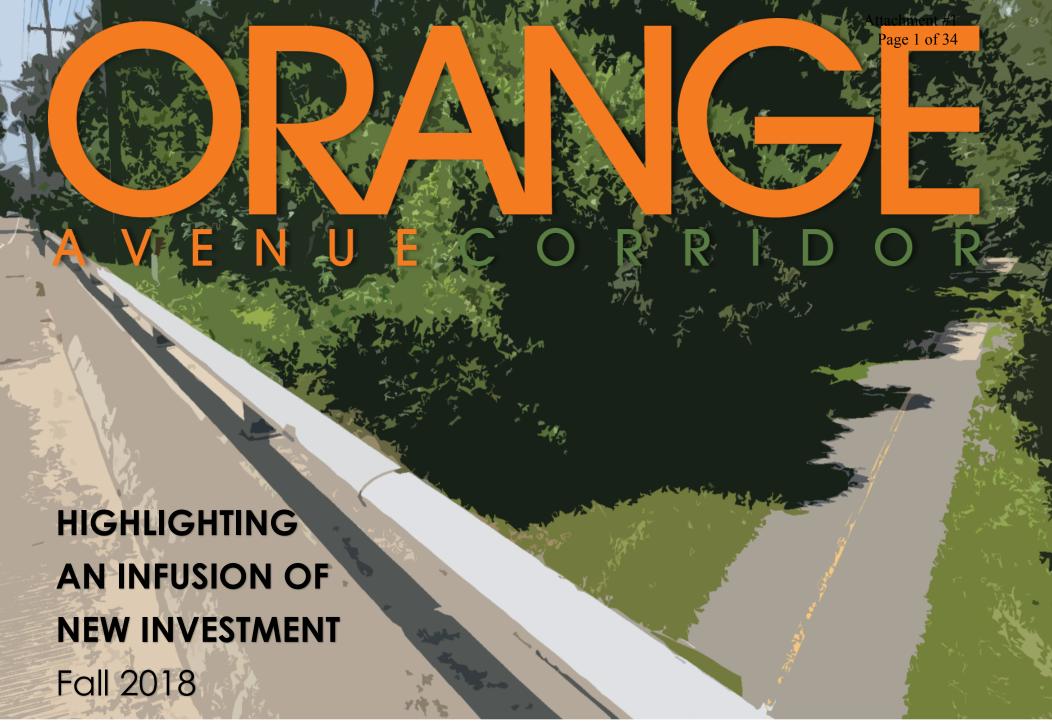
- 1. Accept the 2018 Orange Avenue Corridor Investment Report (Attachment #1).
- 2. Accept the status report on the Blueprint 2020 Orange Avenue/Meridian Street Project and Interim Placemaking Improvements.
- 3. Do not accept the 2018 Orange Avenue Corridor Investment Report.
- 4. Do not accept the status report on the Blueprint 2020 Orange Avenue/Meridian Street Project and Interim Placemaking Improvements.
- 5. Board direction.

Recommendation:

Options #1 and #2

Attachment:

- 1. Orange Avenue Corridor Investment Report
- 2. Blueprint 2020 Orange Avenue/Meridian Street Placemaking Project Map
- 3. Concept for Proposed Interim Placemaking Improvements





Executive Summary

This Orange Avenue Corridor – An Infusion of New Investment report is a highlight of major public and private investments completed within the west orange Avenue previous year, currently in progress, or planned for the neighborhoods along the entire length of Orange Avenue. With more than 60 projects in the works totaling over \$1.2 billion in capital improvements, the Orange Avenue Corridor is poised to experience a significant level of investment aimed at transforming this vital yet long-overlooked corridor into an attractive destination for living, working, learning, and playing.

Orange Avenue is a major east-west thoroughfare used to transport people and goods through southern Leon County and is the only roadway south of U.S. Highway 90 within the County that connects at both ends to Capital Circle. For over three decades new commercial and residential development within the Orange Avenue Corridor has been sparse, lagging other parts of the community. However, due to increased emphasis on education, job development, housing, neighborhood services, public infrastructure, health and public-safety aimed at Tallahassee's south-side, investment activity within the Orange Avenue Corridor has increased to historic levels. Most of the Orange Avenue Corridor is situated within the Multimodal Transportation District and the Southern Strategy Area. These designations promote complete streets; enhanced transportation choices that are friendlier to transit passengers, bicyclist and pedestrians; and quality land development by incentivizing business development.

Further, the Orange Avenue Corridor has been the focus of ongoing revitalization efforts dating back to the passage of Blueprint2000 which funded many improvements along the corridor including the extension of Blair Stone Road from Orange Avenue to Capital Circle, the widening of Orange Avenue between Adams and Blair Stone including intersection enhancements at Jim Lee Road which introduced the community's first major roundabout. Local government in coordination with the St. Joe Land Company provided for the



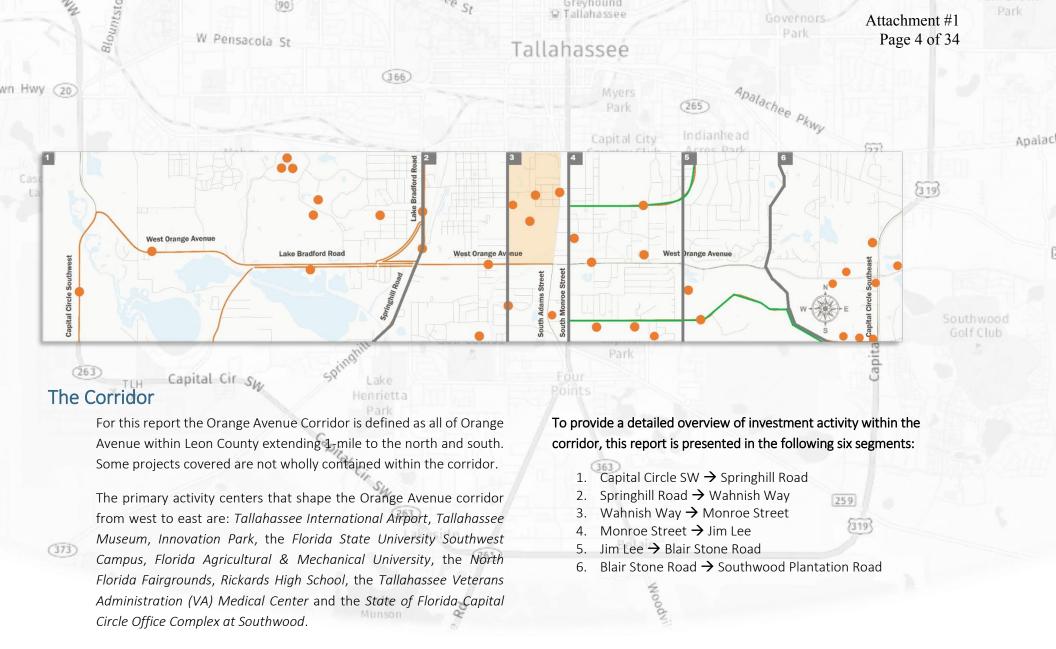
extension of Orange Avenue east from Paul Russell Road to Southwood Plantation Road (completed February 2013) which gave direct access to J Michael Conley Elementary School (completed in 2008). The extended road also created opportunities for major land development including the new \$55 Million Veterans Administration (VA) Tallahassee Health Care Center (completed October 2016) at the intersection of Orange Avenue and Blair Stone Road as well as the neighboring Evergreens at Southwood Apartments, Pruitt Health Assisted Living Facility (in progress), the proposed Sage Tallahassee Assisted Living Community and Capital Regional Medical Center ER further detailed within this report.

This document snapshots work ongoing by public and private stakeholders to create more livable neighborhoods, improve access to healthcare and create employment opportunities. Projects included within this report include those listed by Blueprint, the Capital Region Transportation Planning Agency, FDOT, the governments of Leon County and the City of Tallahassee, Leon County Schools, the Leon County Research and Development Authority, Florida Agricultural and Mechanical University and the Florida State University, the Tallahassee Housing Authority and private development.

Southwest Area Transportation Plan

Although not included in the report totals because it is not a capital project, the Southwest Area Transportation Plan is currently being developed by the Capital Regional Transportation Planning Agency in partnership with Blueprint 2000 and Florida DOT. The goal of the Plan is to develop complementary and cohesive corridor plans that enhance safety, mobility, and connectivity in the southwest area of Tallahassee, while preserving the character of the existing neighborhoods and environmental features through data analysis and public/stakeholder involvement.

In addition to coordinating with Florida DOT on the Orange Avenue PD&E, this Plan will also reach out to the public to develop recommendations for potential improvements on North and South Lake Bradford Road, and Springhill Road. Like investments in Orange Avenue over the past 15 years spurred the activities and investments detailed in this report, this major planning effort will have a significant catalytic effect on transportation investments and private development in years to come. The Southwest Area Transportation Plan organizes transportation impacts into two phases: Phase 1 will address the Orange Avenue corridor from Monroe Street to Capital Circle SW and Phase 2 will focus on North and South Lake Bradford Road as well as Springhill Road. The Southwest Area Transportation Plan is expected to be complete in early 2019.



Orange lines on the map above denote roadway segment, sidewalk or utility line improvements. Green lines denote proposed trail improvements. Dots on the map above represent approximate location of highlighted projects. Private-sector Projects are highlighted in Orange title boxes.





Lake Bradford Road

West Orange Avenue

West Drange Avenue

Debbie Lightsey Nature Park



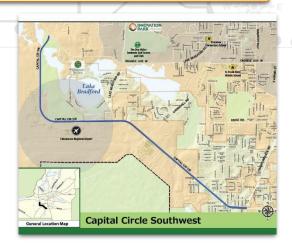
- •Location: East Side of Capital Circle West between Jackson Bluff and Orange Avenue.
- •The proposed Debbie Lightsey Nature Park develops a park concept that will enhance a 113 acre stormwater treatment and wetland mitigation site into a venue with a variety of passive recreational and educational amentities such as trails for mountain biking, Wetland boardwalks, natural habitat observation and water protection information, greeways and trails connections and sheltered picnic areas.
- •Acres Improved: 113
- •Estimated Cost: \$50,000 (PD&E)
- ●ETA: Q1 2020
- •BLUEPRINT

Airport Gateway



- Location: S. Lake Bradford Road, Lake Bradford/Springhill Road from Capital Circle SW to Gaines Street
- •This project creates a gateway entrance into Downtown, FSU and FAMU from the Tallahassee International Airport. It enhances Springhill Road (Orange Avenue to Capital Circle SW) with landscaping, sidewalks, bike lanes, and potentially additional travel lanes and a median. It reconstructs Lake Bradford Road (Gaines Street to Orange Avenue) to add landscaping, bike lanes, and roundabouts at key intersections.
- Miles Improved: 12
- •Estimated Cost: \$58,700,000
- •ETA: FY 2024
 •BLUEPRINT

Capital Circle SW Expansion



- •Location: Capital Circle SW from Springhill Road to Orange Avenue
- •This 3.4-mile project expands the currently undivided 2-lane rural highway to a 6-lane urban highway with the addition of a shared use path. Project will add lighting, stormwater management facilities, and intersection improvements. A 10-foot multiuse path, and a 5-foot sidewalk will also be constructed. Noise barrier walls are included.
- •Miles Improved: 3.4
- •Estimated Cost: \$55,000,000
- •ETA: Complete 2025
- BLUEPRINT



Capital Circle Southwest

FSU - PrimaryHealth



- •Location: Roberts Avenue and Eisenhower Street
- •The proposed FSU PrimaryHealth facility is a 10,000 SF medical facility with 15 patient exam rooms, two rooms for behavioral health services, two health-procedure rooms and a community room. This facility is designed to meet the needs of lower to moderate income residents living in Southwest Tallahassee. A full range of medical and mental health counceling services will be available.

•SF Improved: <u>10,000</u>

•Estimated Cost: \$3,000,000

•ETA: Q2 2019
•BLUEPRINT



dford Road

FSU - Don Veller Seminole Golf Course



- Location: 2550 Pottsdammer Street
- •The renovated golf course will be the first "Legacy" design by the Nicklaus Company, which aims to create more balance at the golf course and reduce the amount of up-hill shots throughout the course's 18-holes. Plans also call for the possible reconstruction of the Seminole Golf Club's two existing buildings and the construction of a new Cart Barn and Pro Shop building.

•Acres Improved: <u>228.5</u> •SF Improved: <u>24,625</u>

•Estimated Cost: \$8,000,000

•ETA: October 2019

•FLORIDA STATE UNIVERSITY



FSU Interdisciplinary Research & Commercialization Building (IRCB)



- •Location: 417 Engineer Drive
- •The project consists of new space for a interdisciplinary research building for Florida State University's Southwest Campus. The new spaces will include research labs, imaging labs, clean rooms, collaboration, conference and administrative spaces. The facility will accommodate researchers in the disciplines of bio-medical engineering, chemistry, chemical engineering, condensed matter physics, and device prototyping.

•SF Improved: <u>125,000</u>

•Acres Improved: 7.580

•Estimated Cost: \$85,000,000

•ETA: Summer 2019

FLORIDA STATE UNIVERSITY



Technology Incubator/ Business Accelerator



- Location: Innovation Park
- •Innovation Park is currently in the planning phase for a new building containing a state-of-art incubator/accelerator. This incubator will offer unique space with education, mentoring and other support for startups and second stage businesses looking to commercialize new technologies in Tallahassee. Included in the facility will be wet labs, an innovation lab, as well as areas for light manufacturing.

•SF Improved: <u>40,000</u>

•Estimated Cost: \$20,000,000

•ETA: June 2021

•LEON COUNTY R&D AUTHORITY

Central Pond Trail



- •Location: Innovation Park (behind the Knight Administrative building and National MagLab)
- •The Central Pond Trail will serve as a focal point of Innovation Park. A trail will circle the central pond with three different entry points and serve as an additional amenity for Park tenants.

Miles Improved: <u>0.5</u>Estimated Cost: \$184,904

•ETA: Q3 2019

•LEON COUNTY R&D AUTHORITY, LEON COUNTY PUBLIC WORKS AND ENGINEERING SERVICES

Collins Building Renovation



- Location: 1736 W Paul Dirac Drive
- •The Collins building is currently in the early stages of renovations. Plans for the facility include partitioning the current wet lab space into multiple small labs. It will also include new office spaces, conference rooms and break rooms. In addition, part of the building will be white-boxed to allow for companies to finish the space to fit their needs.
- •SF Improved: <u>23,000</u>
- •Estimated Cost: \$1,800,000.00

•ETA: Q2 2019

•LEON COUNTY R&D AUTHORITY





Lake Bradford Road

West Orange Avenue

Orange Avenue Underground Utility Improvement

West Drange Avenue



- •Location: Orange Avenue (Pottsdammer to Cypress Lakes)
- •This project adds a new sewer pressure pipe from Pump Station 12 along the south side of Orange Avenue West of Pottsdamer Street to Cypress Lakes Road. Upon completion of the project, the affected roadways will be milled and resurfaced. Construction is expected to begin in 2018.

• Miles Improved: 0.22 •Estimated Cost: \$4,900,000

•ETA: Q4 2019

•CITY OF TALLAHASSEE



- •Location: 1769 E Paul Dirac Drive
- Danfoss Turbocor Compressors is in the process of expanding their existing footprint in Innovation Park with a new facility that will add 120 full-time research and development positions within the advanced manufacturing field. This will be Danfoss's second expansion in recent years after building a 22,000 square foot Application Development Center that opened in 2017.

•SF Improved: 44,000

•Estimated Cost: \$12,000,000

•ETA: Q3 2019

PRIVATE INVESTMENT

McCaskill and Lake Avenues/Iamonia **Street Utility Improvements**

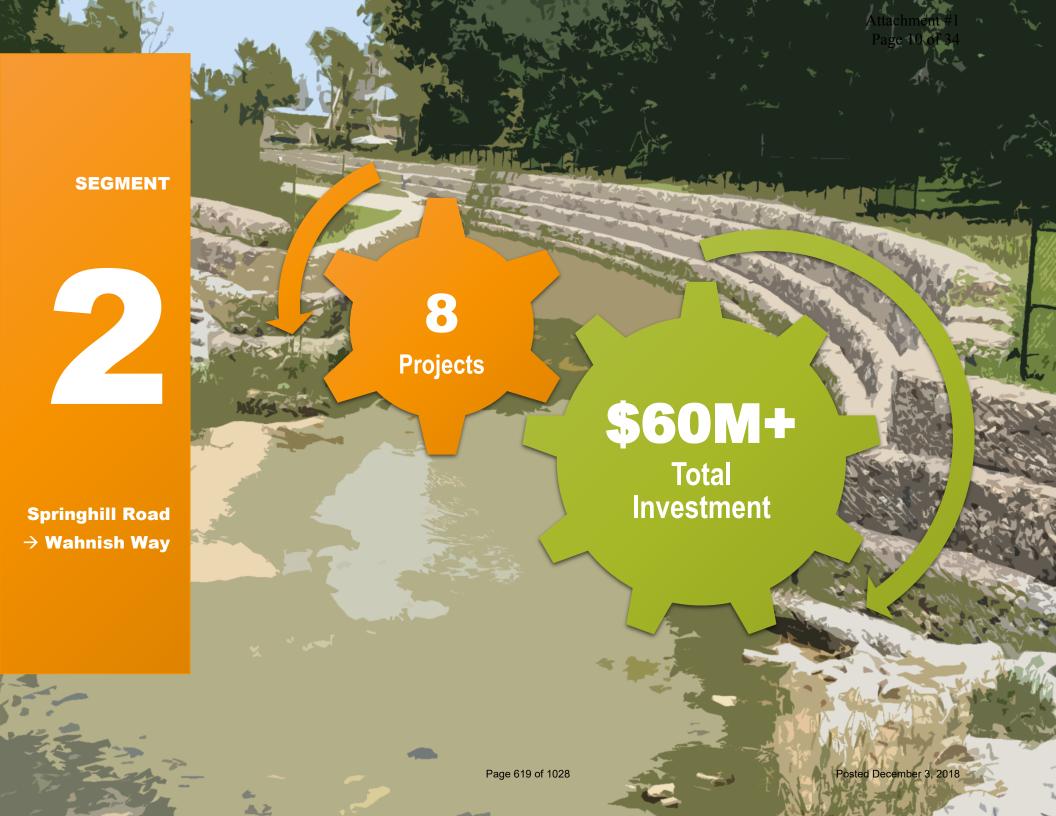


- •Location: McCaskill/Lake Ave., Iamonia St.
- Project includes the replacement of aging water and sewer infrastructure as well as the addition of new fire hydrants. Following the utility work, the affected roadways will be resurfaced.

• Miles Improved: TBD •Estimated Cost: \$978,000 •ETA: Summer 2019

• CITY OF TALLAHASSEE





FAMU Way Phase 2 & 3



- •Location: FAMU Way
- Extending from Pinellas to Gamble Street this newly built segment of FAMU Way has onstreet bicycle lanes, on-street parking, a roundabout at Gamble Street, and beautiful landscaping. The off-street bicycling and walking trail included in this project phase is the final piece to connect the St. Marks Trail Extension to the Capital Cascades Trail. Tallahassee Junction Stormwater Pond between Mill Street and St. Marks Trail adds a lovely wet-pond stormwater facility with walking trail and picnic pavilions.
- •Miles Improved: 0.6
- •Estimated Cost: \$11,912,875
- •ETA: Phase II Completed Fall 2018, Phase III Q3 2020
- •BLUEPRINT

Orange Avenue Widening Segment II - PD&E



- •Location: Orange Avenue
- This project widens Orange Avenue from a 2-lane roadway to four-lanes from Adams Street to Springhill Road. A multi-use path would run the length of the corridor, enhancing access to the St. Marks Trail and the Capital Cascades Trail in coordination with other Blueprint items.
- Miles Improved: 1.22
- •Estimated Cost: \$33,100,000
- •ETA: Q3 2019 PD&E
- BLUEPRINT

PROGRESS

St. Marks Trail Connection to Orange Avenue



- •Location: Orange Avenue between Springhill Road and Wahnish way
- •This proposed St. Marks Trail connection to Orange Avenue is a bicycle intersection where the existing Tallahassee-St. Marks Historic Railroad State Trail intersects with Orange Avenue. This proposed project will allow bicyclist traveling along Orange Avenue, which currently has a sidewalk on the south side and bike lanes, to access the St. Marks Trail and points beyond.
- •Estimated Cost: \$165,000
- •ETA: Q3 2019 PD&E
- BLUEPRINT



Dr. Charles Billings Greenway



- •Location: Undeveloped area between Jake Gaiter Golf Course and Surrounding Neighborhoods from N Ridge Road to Bragg Road
- •The proposed Dr. Charles Billings Greenway is a 2-mile shared-use path from North Ridge Road to Bragg Road. This proposed project would meander throughout the undeveloped area between Jake Gaither Golf Course and the surrounding residential neighborhoods. The Jake Gaither Community Center is also near the proposed shared-used trail path. The Tallahassee-St. Marks Historic Rail State Trail also connects directly through the eastern terminus of this proposed shared-use path.
- •Miles Improved: 2.0
- •Estimated Cost: \$1,864,400
- •ETA: TBD
 •BLUEPRINT

Septic to Sewer Connection Program



- •Location: Various
- •There are approximately 130 properties in an area of the Southside that are currently served by septic tanks, although they have central sewer available to them. The State of Florida and Northwest Water Management District is providing grants to cover the entire cost for these properties to connect to the City sewer system. Such costs include permit fees, plumber costs and septic tank abandonment. Grants to switch to central sewer are available for homes and commercial properties that are already paying a Readiness-to-Serve fee, within the city limits in the southern portion of the city and within the State's Wakulla Springs Priority Focus Area 1 (PFA1). These grant funds are available for a limited time.
- •Estimated Cost: \$2,750,000
- CITY OF TALLAHASSEE, LEON COUNTY
- FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION





The Lower Central Drainage Ditch (LCDD)



Bond Community Utility Improvements



- Location: Springhill Road
- This project will improve the LCDD from Springhill Road upstream through the planned FAMU Way bridge. The LCDD project will eliminate ditch erosion and decrease the phosphorus loading to downstream waters. The project will be constructed in two phases. Phase I is from Springhill Road to Kissimmee Street. Construction of Phase I began in the Spring 2017 and is progressing as planned. Phase II is under design and is being coordinated with the planned improvements to FAMU Way and Capital Cascades Trail. This project will be a significant restoration effort for the LCDD as well as Lake Munson.

WORK IN

PROGRESS

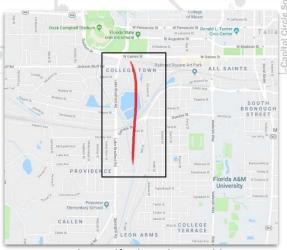
- Miles Improved: 1
- Estimated Cost \$5,500,000
- ETA: Q4 2020
- CITY OF TALLAHASSEE



- Location: Bond Community
- Project includes the replacement of aging water and sewer infrastructure, and fire hydrants. Following the work, the affected roadways will be resurfaced. The following roads are included in the project area: Pinellas Street between Wailes and Eugenia Streets, Main Street between Osceola and Okaloosa Streets, Russel Street between Floral and Eugenia Streets, Pasco Street between Manatee and Floral Streets, and Liberty Street between Pasco and Perry Streets.
- Miles Improved: 0.61
- Estimated Cost: \$1.3 Million
- •ETA: Q2 2019
- CITY OF TALLAHASSEE

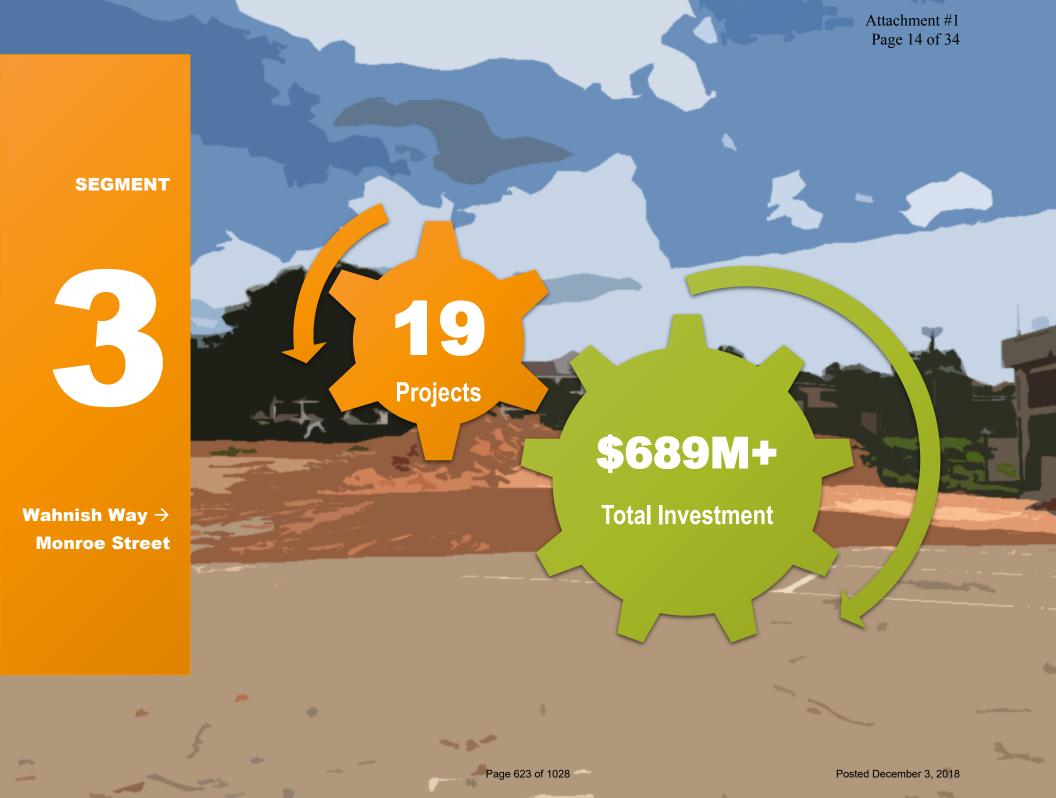


Sanitary Sewer Relocation



- Location: Lake Bradford Road at Gamble Street
- The proposed project includes the replacement of sewer infrastructure from the east side of Lake Braford Road through Lake Elberta Park, to the project terminus located along the new FAMU Way corridor south of Gamble Street. The project also includes the installation of new sewer infrastructure along the west side of Lake Bradford Road between Stuckey Avenue and Elberta Drive. Upon completion of the project, the affected roadways will be milled and resurfaced.
- Miles Improved: 0.90
- Estimated Cost: \$4,100,000
- •ETA: 2020
- CITY OF TALLAHASSEE





Florida A&M University Campus Master Plan Update Location: Florida A&M University Main Campus

Proposed projects for the Five-Year Capital Improvement Plan and Legislative Budget Request Prior 2018-23 include:

Project Title	Budget	(ETA)	
Student Affairs Building (CASS)	\$24,573,149	(2019-20)	
Infrastructure Central Plant Improvements	\$17,100,000	(2020-21)	
FAMU/FSU College of Engineering Phase III*	\$87,000,000	(2020-21)	
Interdisciplinary Research Buildout	\$13,968,122	(2018-19)	
Dyson Building Repurpose	\$18,805,700	(2021-22)	
Army ROTC / Howard Hall Repurpose	\$8,074,372	(2021-22)	
Foote - Hillyer Ground and 1st Floor Re-Purpose	\$22,414,200	(2020-21)	
Navy ROTC / Perry-Paige Re Purpose (Remodel)	\$28,751,844	(2021-22)	
Computer Information Systems Building	\$53,274,762	(2021-22)	
Science Teaching Facility (STEM)	\$55,433,405	(2021-22)	
Social Sciences Building	\$31,479,031	(2021-22)	
Engineering Technology Building	\$24,887,104	(2021-22)	
General Classroom Phase II	\$35,568,054	(2023-23)	
Student Union	\$29,100,000	(2020-21)	
P3 Stadium Complex/Housing/Hotel/Retail	\$196,644,600	(2021-22)	
Tallahassee Biological Control (Entomology Facility)	\$25,263,022	(2020-21)	
Food Service Building	\$15,000,000	(2020-21)	
	CO O AND STREET	0 9	

Total Budget: \$687,337,365

EXISTING FACILITY

2015 - 2020

PROPOSED FACILITY

PROPOSED FACILITY

Source: FAMU, Capital Improvement Plan 2018-2019 through 2022-23, September 2017 * Conjunction in request with similar request from Florida State University

Band Practice + Intromural Fields General Classrooms Phase II

Attachment #1 Page 15 of 34

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY

DRAFT FINAL MASTER PLAN

CAMPUS MASTER PLAN UPDATE 2015 - 2025

TALLAHASSEE, FLORIDA FEBRUARY 2018











Florida A&M Entry Points:

- Location: Florida A&M Campus Area
- The intersections of Osceola/Adams Streets and Perry/Gamble Streets are high profile entrances into Florida A&M University. This project would include high visibility crosswalks at these intersections. It would also include adding a crosswalk and traffic signal at the Palmer Avenue/Adams Street Intersection. Other improvements may include treelined streets, wider sidewalks, and monument signs at major entries. Signage to beautify and intersection enhancements also proposed.
- Estimated Cost: \$1.5 million
- ETA: TBD
- BLUEPRINT

Palmetto Street Sidewalk

- Location: Palmetto Street, Martin Luther King Jr. Boulevard to Adams Street
- Currently in design phase, this project will include the addition of a sidewalk to the south side of Palmetto Street from the end of the existing sidewalk near Martin Luther King Jr. Boulevard to Adams Street. The addition of this sidewalk will provide a much-needed path for residents and students to walk out of traffic for transportation or exercise. The sidewalk will be constructed winding around the beautiful oak trees to avoid damage to the tree roots.
- Miles Improved: <u>0.2</u>Estimated Cost: TBD
- ETA: 4Q 2018
- CITY OF TALLAHASSEE







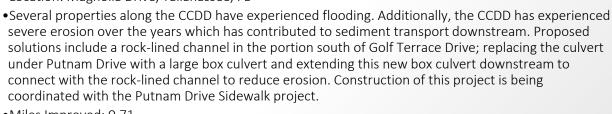
Polk & Putnam Drive Sidewalk Projects

- •Location: Polk Drive, Putnam Drive
- •This project will include the addition of a sidewalk to the south side of Polk Drive from Monroe Street to connect to the existing sidewalk going to Orange Avenue. The project also includes the addition of a sidewalk to one side of Putnam Drive from Monroe Street to Country Club Drive. The addition of this sidewalk will provide a much-needed path for residents to walk out of traffic for transportation or exercise. The sidewalk will be constructed behind the roadside ditch, and over the existing ditch to minimize cost and impacts to floodplain and nearby residents.
- Miles Improved: 1.21
- •Estimated Cost: \$1,115,000
- •ETA: Q4 2018
- CITY OF TALLAHASSEE



South City / Country Club Creek Drainage Improvements Project

- Location: Magnolia Drive, Tallahassee, FL
- severe erosion over the years which has contributed to sediment transport downstream. Proposed solutions include a rock-lined channel in the portion south of Golf Terrace Drive; replacing the culvert under Putnam Drive with a large box culvert and extending this new box culvert downstream to connect with the rock-lined channel to reduce erosion. Construction of this project is being coordinated with the Putnam Drive Sidewalk project.
- Miles Improved: 0.71 •Estimated Cost: \$750,000
- •ETA: Q4 2019
- •CITY OF TALLAHASSEE







Water Main Extension

ake Bradford Road



- •Location: Red Arrow Road
- •The Red Arrow Road Sewer and Water Main Extension project consists of new water and sewer infrastructure along Red Arrow Road and Compass Lane. Upon completion of the project, the existing roadways will be reconstructed with a stable base and gravel roadway system. The purpose of the project is to eliminate existing septic systems by installing new sanitary sewer service.
- •Miles Improved: 0.19
- •Estimated Cost: \$350,000
- •ETA: Complete
- •CITY OF TALLAHASSEE



Magnolia Drive Mixed-Use Trail



- •Location: Magnolia Drive
- •A multi-phase project, this development calls for the reconstruction of the roadway between S. Monroe Street and Apalachee Parkway with a 10-Foot multi-use path on the south side of the roadway, potable water and sanitary sewer system upgrades and an enclosed stormwater drainage system for the roadway. Landscaping and traffic signaling enahncements are also proposed.
- •Miles Improved: 2.1
- •Estimated Cost: \$10,460,000
- •ETA: Phase I Completed, Phase 2A1- Q3 2018, Phase 2A2 - Q1 2019, Phase 2B & 3 - Q1 2020, Phase 4 - Q4 2018
- BLUEPRINT/FDOT

New Police/Public Safety Campus



- •Location: 2525 S. Monroe Street
- •A commitment to community policing requires that TPD serve a broader purpose than that of traditional law enforcement. The proposed Public Safety Campus will meet current and future operational needs and include community and recreational spaces, regional training facilities, and public safety educational services.
- •Acres Improved: 12.3
- •Estimated Cost: \$5.5 \$6,000,000 (Land)
- ETA: TBD

WORK IN

PROGRESS

•CITY OF TALLAHASSEE





- •Location: S. Meridian / Orange Avenue
- •A StarMetro Superstop will be constructed with covered seating and bus bays at the intersection of Orange Avenue and Meridian Road to support this high ridership area. The East Drainage Ditch, which runs south of the shopping center, will be enhanced to provide better stormwater management and improve pedestrian access between the Town South shopping center and new development. The existing stormwater facility south of Orange Avenue will be incorporated into a park-like amenity for the area, similar to Lake Ella for Midtown.

Acres Improved: <u>21.9</u>Miles Improved: <u>.20</u>

•Estimated Cost: \$4,100,000

•ETA: FY 2023 •BLUEPRINT

Planet Fitness



- •Location: Paul Russell Road, Tallahassee, FL
- Proposed for the former Winn-Dixie supermarket within the South Monroe Commons shopping center, is a third Planet Fitness location for the Tallahassee market. This represents the first large-scale health/fitness club for Tallahassee's Southside community.

•SF Improved: <u>48,466</u>

•Estimated Cost: \$500,000.00

•ETA: Q4 2018

• PRIVATE INVESTMENT



Beautification and Improvements to the Fairgrounds



- •Location: 441 Paul Russell Road, Tallahassee, FL 32301
- •The project would reconfigure the existing uses and incorporate the necessary infrastructure that will allow for redevelopment activities to strategically occur.

•Acres Improved: <u>107.1</u> •SF Improved: <u>130,648</u>

•Estimated Cost: \$12,000,000

•ETA: TBD
•BLUEPRINT





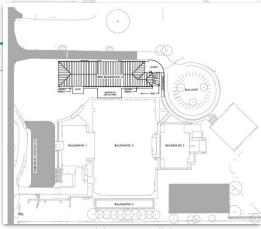
- •Location: 601 Paul Russell Road, Tallahassee, FL
- •The improvements include new field turf (artificial), new score board, new 25-second clocks and a new perimeter fence. New turf is expected to pay for itself over a 10-year period, due to the artificial turf not needing ongoing lawn maintenance expenses.
- •Acres Improved: 7.8
- •Estimated Cost: \$800,000
- •ETA: Complete Q3 2018
- LEON COUNTY SCHOOLS

Tallahassee Housing Authority Columbia Residential Redevelopment



- •Location: 2710 Country Club Drive, Tallahassee, FL 32301
- •The Tallahassee Housing Authority in association with Columbia Residential proposes to build 390 new residential units on the 29-acre site that currently contains 200 public housing units, resulting in a net gain of 190 units. The 190 additional units will be positioned as market rate while the balance will remain subsidized housing under the current proposal. Said to be ahead of schedule, if all goes according to plan, redevelopment could begin October 2019 on Phase I of the multi-phase project.
- •Acres Improved: 29
- •Estimated Cost: \$45,000,000
- •ETA: Phase I 2020
- •TALLAHASSEE HOUSING AUTHORITY

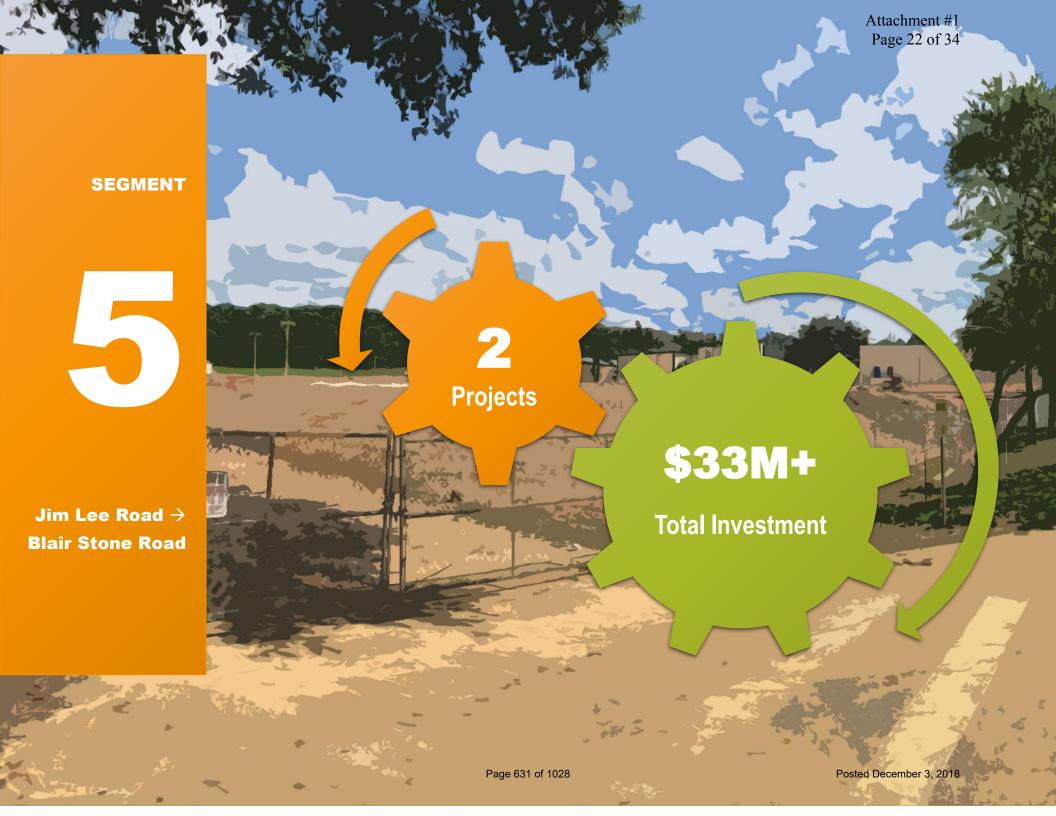
Fairview Middle School



- •Location: 3415 Zilah Street, Tallahassee, FL
- •Leon County Schools (LCS) will expand and renovate the gym at Fairview Middle School. This work will be completed this fall (2018). Plans also include a brand-new cafeteria, dining, and administration building to be completed for the 19/20 school year. The remaining classroom buildings will be remodeled and renovated with an estimated completion for the 21/22 school year. The current administration/cafeteria building will be demolished. This building has been approved by the Department of Education for replacement.
- Acres Improved: 41.43
- •Estimated Cost: \$20,000,000
- •ETA: 2021-22
- LEON COUNTY SCHOOLS







Rickards High School Renovations

• Location: 3013 Jim Lee Road

• The ballfields housed at Fairview will return to the Rickards High School campus. A new two-story classroom building is also slated to replace several dated buildings on the school's campus. Leon County Schools (LCS) has submitted to the Department of Education to have an additional two buildings replaced at Rickards. Once approved, LCS will build an additional two-story building and have an open courtyard in the center of the campus. Portions of the work will be completed the fall of the 18/19 school year. The new two-story building will be open for the 19/20 school year. Demolition of buildings 7 and 8 will be completed summer of 2019. Construction of the second two story building will begin with an estimated opening for the 20/21 school year.

• Acres Improved: 35.5

• Estimated Cost: \$30,000,000

• ETA: 2020-21

LEON COUNTY SCHOOLS



Southeast Sector Green Way

• Location: Along portions of Paul Russell Road, Blairstone Road, and between Blairstone and Tram Road

• The proposed 3.3-mile shared use trail will connect Orange Avenue to Tram Road. This connection will likely use a power line clearing and should encounter very little development. On the southern portion, the trail should be near residential areas and a commercial sector. The trail should also pass directly around a pond just north of Tram Road. This trail should allow for both transportation and recreation users to avoid the larger and more automobile-oriented Capital Circle.

• Miles Improved: 3.3

• Estimated Cost: \$3,923,400

ETA: TBDBLUEPRINT

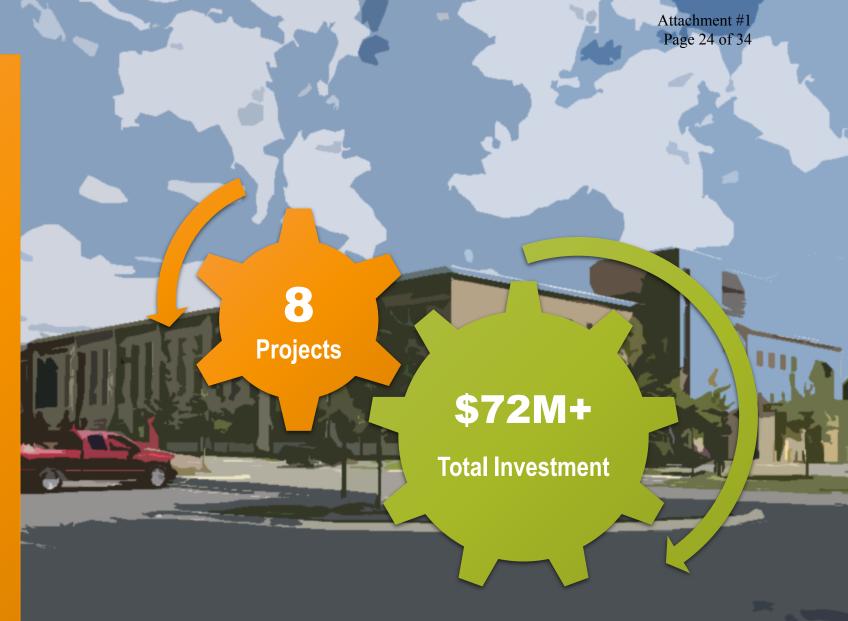




SEGMENT

6

Blair Stone Road →
Southwood
Plantation Road



ord Road

Evergreen at Southwood



- Location: E Orange Avenue
- This new 292 multi-family community with 1, 2 and 3 bedroom configurations now complete on 20.66 acres near the new VA Medical Center.
- Square Feet: 294,601
- Estimated Investment: \$15,000,000
- •ETA: Q3 2018
- PRIVATE INVESTMENT



Wendy's at Southwood



- Location: Blair Stone Rd.
- A brand new free-standing Wendy's Restaurant is planned for the outparcel at the Southwood Publix Center.
- Acres Improved: <u>0.95</u>
- Square Feet: <u>2,562</u>
- Estimated Investment: \$1,600,000
- •ETA: Q1 2019
- PRIVATE INVESTMENT



Oakland Parc Mixed-Use Development

LAND PARC TOWNHOMES TALLAHASSEE, FL.



- Location: Capital Circle SE
- Underway is the construction of a new commercial-retail building with frontage along Capital Circle SE, and a 2-story, 10-unit residential townhouse development.
- Acres Improved: <u>2.7</u>
- Estimated Investment: \$2,000,000
- •ETA: Q2 2019
- PRIVATE INVESTMENT





Capital Circle Southeast



Capital Regional Medical Center ER at Southwood

- Location: Orange Ave at Capital Circle SE
- Proposed for a vacant parcel is a new 1-story emergency medical facility with 12 patient rooms in conjunction with a 45-space parking facility. The project is designed to support 25,000 patients per year.
- Acres Improved: 4.6Square Feet: 10,897
- Estimated Investment: \$12,500,000
- ETA: 2019

00

• PRIVATE INVESTMENT



Pruitt Health Skilled Nursing Facility



- •Location: E Orange Avenue
- •Under Construction on the north side of E Orange Avenue at Southwood is the construction of a 83,500 square foot nursing facility with 97 beds. Pruitt Health is a Southeast regional leader in long-term health care. Services also include home health care, end-of-life care, rehabilitation, veteran care and consultative pharmaceutical services.

Acres Improved: <u>24.3</u>Square Feet: <u>83,500</u>

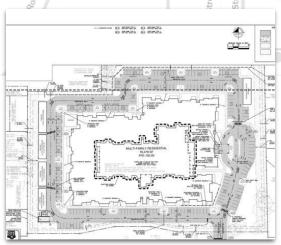
•Estimated Investment: \$11,000,000

•ETA: 2019

PRIVATE INVESTMENT



Sage Tallahassee Assisted Living Facility



- •Location: 2210 Orange Avenue East
- Proposed is a 166-unit, active-adult assisted living residential facility on a vacant parcel. The proposed facility will be 3-stories.

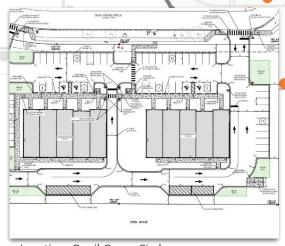
•Acres: <u>8.3</u>

•Square Feet: <u>222,646</u> •Estimated Investment: TBD

•ETA: TBD

PRIVATE INVSTMENT

Southwood Retail Strip



- •Location: Quail Grove Circle
- Proposed for a vacant parcel is a new 14,546 square foot commercial plaza with 10,181 square feet of retail space and 4,386 square feet of restaurant space.

•Acres: <u>2.1</u>

•Square Feet: <u>14,546</u>

•Estimated Investment: <u>TBD</u>

• ETA: TBD

• PRIVATE INVESTMENT



Capital Circle Southeas



- Location: Blair Stone Rd.
- Currently under development on an unimproved parcel is the construction of a 244-unit apartment complex consisting of 14 buildings. The units breakdown as 98 1-bedroom units, 110 2-bedroom units and 36 3-bedroom units.
- Acres: <u>26.2</u>

00

- •Square Feet: <u>121,901</u>
- •Estimated Investment: \$10,000,000
- •ETA: 2019
- PRIVATE INVESTMENT





Conclusion

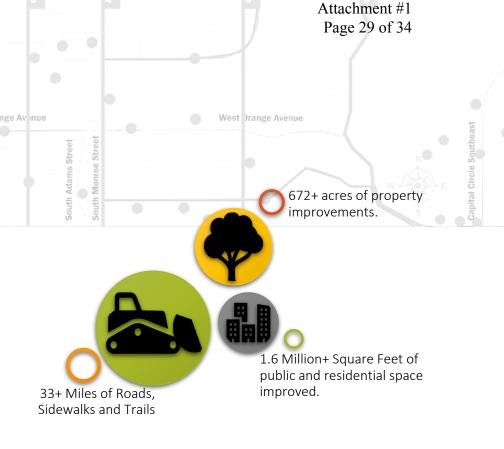
More than sixty developments have been identified throughout the Orange Avenue Corridor representing a total investment of over \$1.2 Billion in capital transport of the spending within this corridor has been programmed by Florida A&M University (FAMU) as part of its ambitious new Campus Master Plan Update which includes the relocation of its Football Stadium, the addition of campus area retail space, new student dormitories, classroom buildings, research facilities, and renovations of existing structures. These proposed changes are substantial in scale and aimed at positioning FAMU for sustained success into the future as an institution of higher learning and as a major anchor of the Orange Avenue Corridor — supporting economic development in Tallahassee through creative campus-area placemaking.

Improvements to health care services for the corridor's traditionally underserved population addresses a critical need for area residents, as does the addition of major fitness facilities, and trails. Residents within the surrounding community will have improved access to outdoor recreational amenities, and the provision of new health-care facilities supports the goal of creating high-wage jobs for the area that will further support an income-diverse population within the Corridor.

More than 672 acres of land will see improvements as a result of these ongoing and proposed capital projects. That represents a significant landscape change capable of inducing more investment and positively transforming the surrounding neighborhoods by inspiring pride among those who already reside within the Orange Avenue Corridor area.

Improvements to the areas roadways enhance connections to downtown and the regional transportation network. These improvements also support the objectives of the Multi-Modal Transportation District by providing means of transportation by bus, bike and sidewalk making the car optional for mobility.

The revitalization of Tallahassee's southside remains a Community-wide priority as is evidenced by the level of investing underway throughout the entire span of the Orange Avenue Corridor. Along with FAMU, major stakeholders within the Tallahassee and Leon County community are engaged in placemaking initiatives as well. By leveraging spending through strategic public/private partnerships, the development we see today aimed at supporting public health and safety also supports property values and improves the corridor's attractiveness for additional economic development. The Orange Avenue Corridor, and by extension, Tallahassee's Southside is well-positioned for significant positive change.





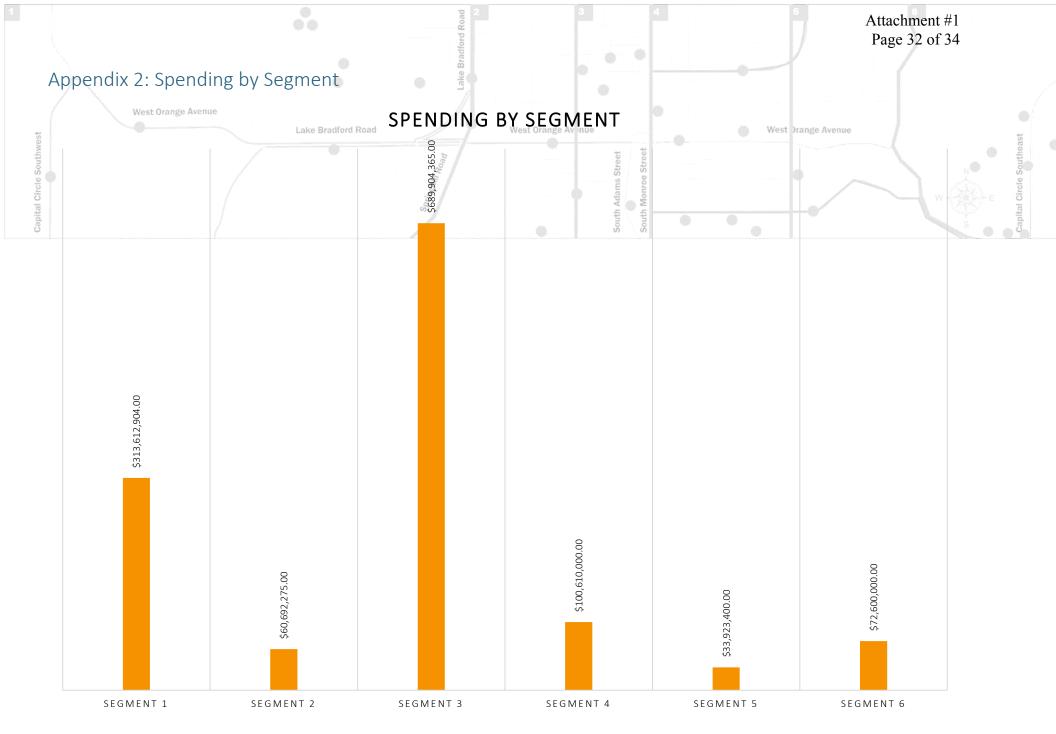
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	ord				- III	Page	e 30 of 34	
	Bradd							
Name of the American					and the second second second second			
Appendix 1: Data Tables	Lake							
Project Name	Address	Resource Type		Project Owner	Value of Mil		nproved Acr	
Wood Orange Avenue	- 17 W	SEGMENT 1	Segment	-	▼ Improvements ▼ Im	oroved 💌	Imp	roved
Capital Circle Southwest Expansion	Capital Circle SE from Orange Avenue to Crawfordville Road	Public Orange A	v mue	Blueprint	\$ 119,000,000.00 Ave	nue 3.4 - //	<u>-</u>	
	S. Lake Bradford Road, Orange Avenue, Stuckey Avenue. Also			<u></u>				
irport Gateway	Springhill Road from Capital Circle to W. Gaines Street	Public	1 #	Blueprint	\$ 58,700,000.00	12 -	- ·	0
orida State University - Don Veller Golf Course	2550 Pottsdammer Street ,Tallahassee, FL	Public	1 Street	FSU PAR	\$ 8,000,000.00 -		24,625	228.5
ollins Building Renovation	1736 W Paul Dirac Drive, Tallahassee, FL 32310	Public		Leon County R&D Authority	\$ 1,800,000.00	procession	23,000	des.
Jimis Building Renovation	1730 WT aut Ditac Ditve, Talianassee, TE 32310	1 ublic	1 Adams	Leon County R&D	Ψ 1,000,000.00		25,000	
entral Pond Trail	Innovation Park behind the Knight Administrative Building	Public		Authority	\$ 184,904.00	0.5		
			South	Leon County R&D				Š
chnology Incubator / Business Accelerator	Innovation Park	Public	1 ¹	Authority	\$ 20,000,000.00		40,000	bb
SU - Interdisciplinary Research &	417 Engineer Drive Tellehoosee El 20240	Dublio	1	ECH	¢ 05,000,000,00		105 000	7.50
ommercialization Building (IRCB) anfoss Turbocor Expansion	417 Engineer Drive, Tallahassee, FL 32310 1769 E Paul Dirac Drive, Tallahassee, FL 32310	Public Private	1 1	FSU Danfoss Turbocor	\$ 85,000,000.00 - \$ 12,000,000.00 -		125,000 44,000	7.58
Caskill and Lake Avenues / Iamonia Street Utility	1700 E 1 dai Dirao Dirao, Tanana3366, I E 323 10	1 IIV CILC		Danios Turbool	Ψ 12,000,000.00 -		77,000	
provements		Public	1	City	\$ 978,000.00			
range Avenue Underground Utility Improvements		Public	1	City	\$ 4,900,000.00			
SU - PrimaryHealth	Roberts Avenue and Eisenhower Street, Tallahassee, FL	Public	1	FSU	\$ 3,000,000.00		10,000	
ebbie Lightsey Nature Park	Capital Circle W, Between Jackson Bluff and Orange Avenue	Public	1	Blueprint	\$ 50,000.00			113
range Avenue Widening Segment 2	Springhill Road to Adams Street	SEGMENT 2 Public	2	Blueprint	\$ 33,100,000.00	1.22 -		
ango / Tondo Hidening Orginent 2	Orange Avenue, approximately 200 feet east of the intersection with	1 ubiic	_	ышорын	ψ 55,100,000.00	1.22 -	•	
t. Marks Trail Connection to Orange Avenue	Lake Bradford/Springhill	Public	2	Blueprint	\$ 165,000.00 -	-	-	
Charles Billings Greenway	Between N. Ridge Road and Crawfordville Road.	Public	2	Blueprint	\$ 1,864,400.00	2 -	-	
AMU Way Phase 2	FAMU Way between Pinellas Street and Gamble Street	Public	2	Blueprint	\$ 11,912,875.00	0.6		
e Lower Central Drainage Ditch (LCDD)	Springhill Road, Tallahassee, FL	Public	2	City	\$ 5,500,000.00	1		
ond Community Utility Improvements	Pinellas, Wailes, Eugenia, Main, Russel, Pasco, Liberty Streets, Tallahassee, FL	Public	2	City	\$ 1,300,000.00			
anitary Sewer Relocation	Lake Bradford Road at Gamble Street	Public	2	City	\$ 4,100,000.00			
eptic to Sewer Connection Initiative	130 Properties in Southside Area (Various)	Public	2	City	\$ 2,750,000.00			
		SEGMENT 3						
orid A&M Campus Masterplan Projects	Florida A&M University	Public	3	FAMU	\$ 687,337,365.00			
	Palmer Avenue - Adams Street							ļ
orida A&M Entry Points	Osceola Street - Adams Street Perry Street - Gamble Street	Public	3	Blueprint	\$ 1,500,000.00 -	_	_	
almetto Street Sidewalk	MLK to Adams Street	Public	3	City	\$ 1,067,000.00	0.2	-	
		SEGMENT 4	-	- ·y	,50.,000.00			
olk Drive Sidewalk	South side of Polk Drive from Monroe to Orange Avenue	Public	4	City	\$ 400,000.00	0.5		
utnam Drive Sidewalk	From Monroe to Country Club	Public	4	City	\$ 750,000.00	0.71		
outh City / Country Club Creek Drainage		Dublio	4	C'h	¢ 750,000,00			
nprovements Project ed Arrow Road Sewer and Water Main Extension		Public Public	4 4	City City	\$ 750,000.00 \$ 350,000.00			
agnolia Drive Multi-Use Trail	Magnolia Drive between S. Monroe and Apalachee Parkway	Public	4	Blueprint	\$ 10,460,000.00	2.1 -	-	
ew Police/Public Safety Campus	2525 S. Monroe Street, Tallahassee, FL	Public	4	City	\$ 5,500,000.00 -			12.3
range Avenue / Meridian Road Placemaking	NW/SW Corners of Intersection of Orange Avenue and Meridian Roa		4	Blueprint	\$ 4,100,000.00 -	-	-	
anet Fitness - Paul Russell	Paul Russell Road at S. Monroe	Private	4	FPIC, LLC	\$ 500,000.00 -		48,466 -	
eautification and Improvements to the Fairgrounds ene Cox Stadium Turf Replacement, Scoreboards,	441 Paul Russell Road, Tallahassee, FL 32301	Public	4	Blueprint	\$ 12,000,000.00 -		130,648	107.1
encing	601 Paul Russell Road, Tallahassee, FL	Public	4	Leon County Schools	\$ 800,000.00 -	-		7.8
allahassee Housing Authority / Columbia				Tallahassee Housing	,,			
esidential Redevelopment	2710 Country Club Drive, Tallahassee, FL 32301	Public	4	Authority	\$ 45,000,000.00 -		205,112	29
airview Middle School	3415 Zillah Street, Tallahassee, FL	Public	4	Leon County Schools	\$ 20,000,000.00 -	_		41.43



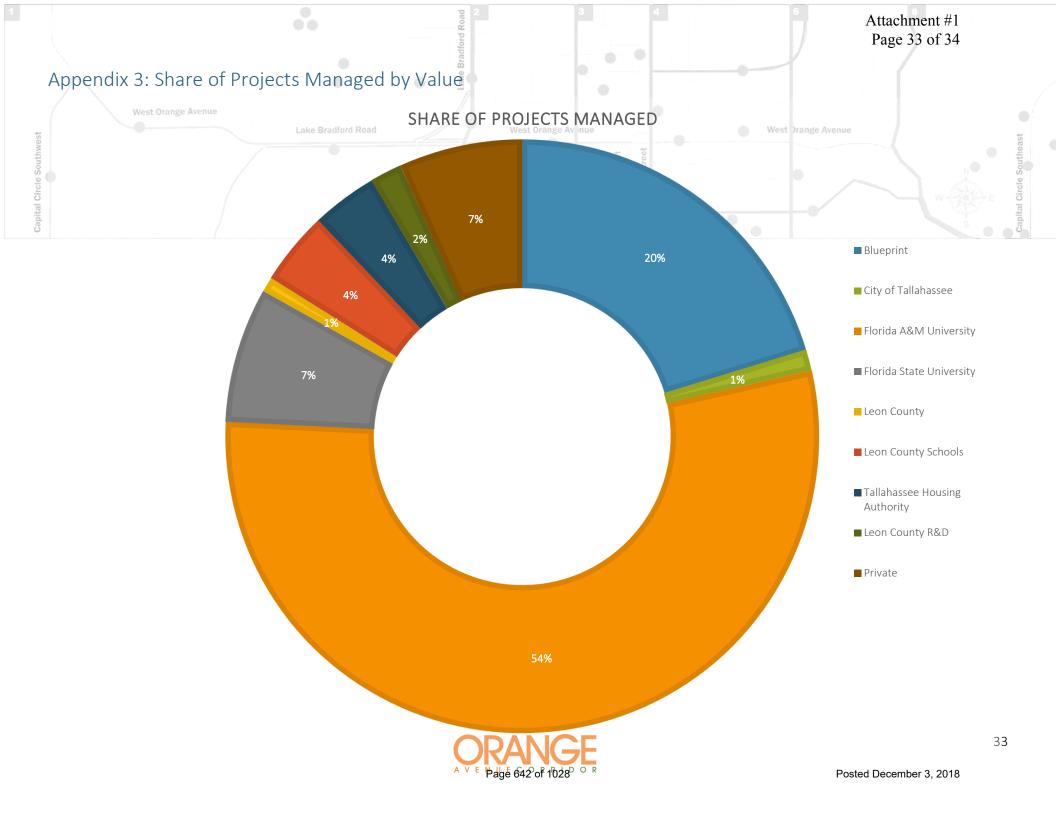
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Southwes	Ca W
Circle	Lu
Capital	Oa Pri

	ord Road		3	4	5		ment #1 31 of 34	
		SEGMENT 5						
Rickards High School	3013 Jim Lee Road, Tallahassee, FL Paul Russell Road, Blair Stone Road to Capital Circle SE. Also	Public	5	Leon County Schools	\$ 30,000,000.00 -	- (35.46
Southeast Sector Greenway	between Blair Stone Road and Tram Road.	Public	5	Blueprint	\$ 3,923,400.00	3.3 -	_	
·		SEGMENT 6						
Evergreen at Southwood	Orange Avenue East, Tallahassee, FL	Private West Orange A	v nue	Pegasus Residential Capital Regional Medical	\$ 15,000,000.00 -		294,601	20.66
Capital Regional Medical Center ER at Southwood	Capital Circle SE at Orange Avenue, Tallahassee, FL 32301	Private	6 +	5 Center	\$ 12,500,000.00 -		10,897	4.62
Vendy's at Southwood	Blair Stone Road, Tallahassee, FL	Private	e Stree	Real Sub LLC Lullwater at Blairstone	\$ 1,600,000.00 -		2,562	0.95
ullwater Apartments	Blair Stone Road, Tallahassee, FL	Private	9 o	LLLP Oakland Development	\$ 10,000,000.00 -	The second second	121,901	26.23
Dakland Parc Mixed-Use Subdivision	2170 Capital Circle SE, Tallahassee, FL 32301	Private	6	E LLC	\$ 2,000,000.00 -			2.71
ruitt Health Skilled Nursing Facility	Orange Avenue East, Tallahassee, FL	Private	6	Pruitt Health	\$ 11,000,000.00 -		83,500	24.29
age Tallahassee Assisted Living Facility	2210 Orange Avenue, Tallahassee, FL	Private	6	Sage Tallahassee, LLC	\$ 17,500,000.00 -		222,646	8.31
Southwood Retail Strip (Unit 27)	Quail Grove Circle, Tallahassee, FL	Private	6	Oakwell Companies, LLC	\$ 3,000,000.00 -		14,546	2.12
	·			•	\$ 1,271,342,944.00	27.53	1,401,504	672.06

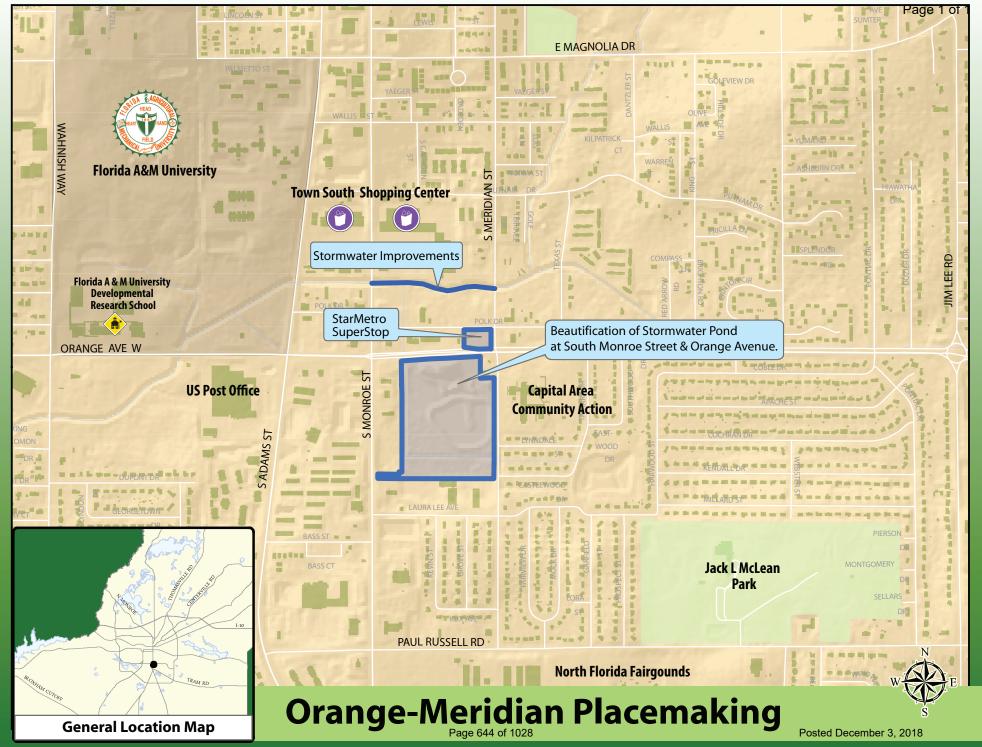


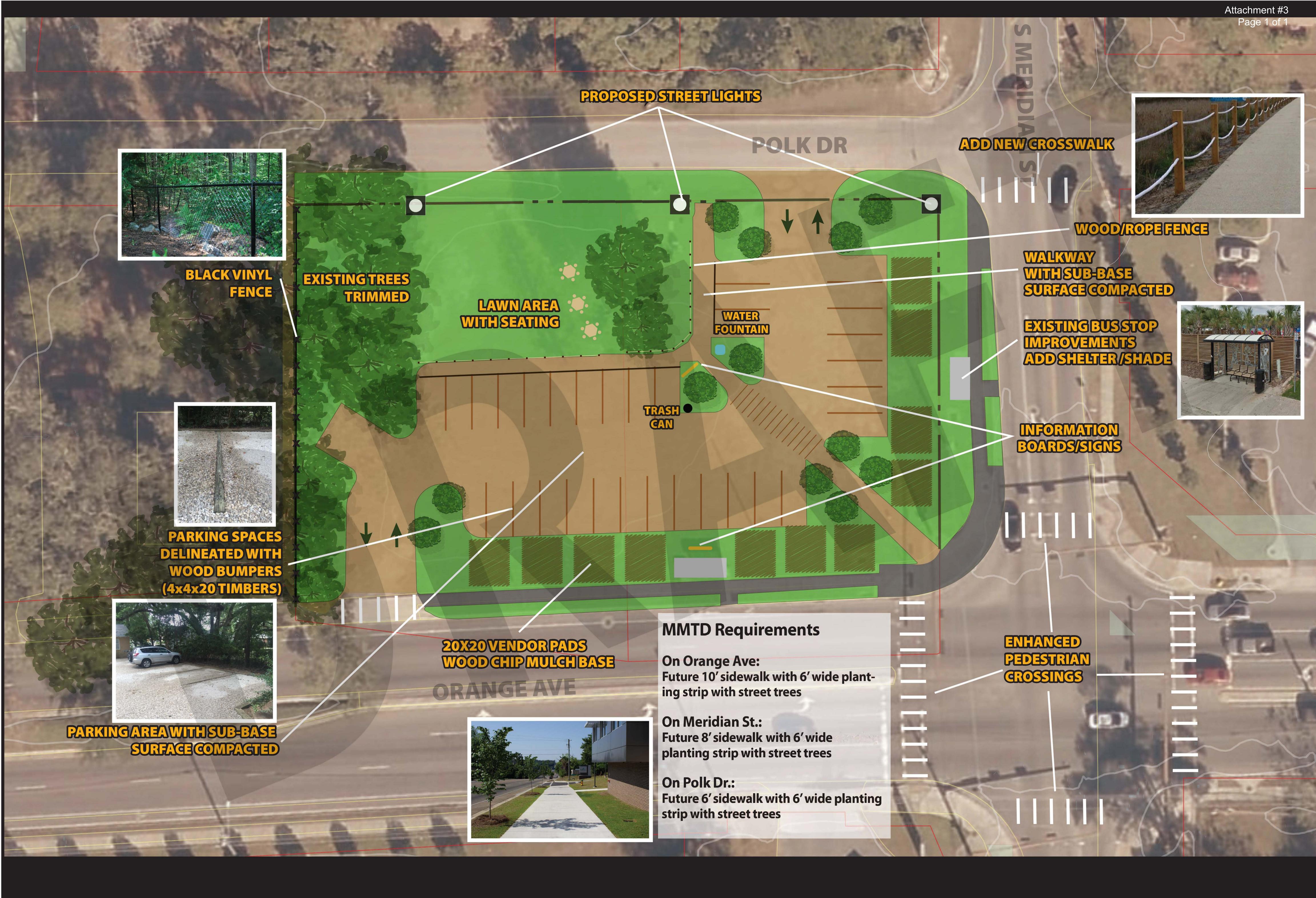


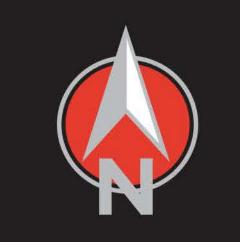


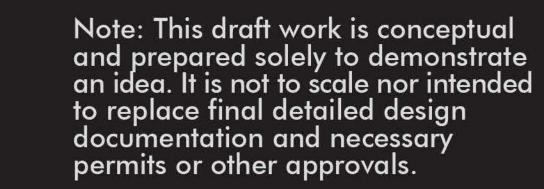














Leon County Board of County Commissioners

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Overview of the Street Renaming Process and Analysis of the Renaming of

Orange Avenue to Barack Obama Boulevard

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 & Environmental Management			
Lead Staff/ Project Team:	Emma Smith, Director, Permit and Code Services Lisa Scott, Addressing Program Coordinator			

Statement of Issue:

As directed by the Board at the September 4, 2018 meeting, this agenda item provides an analysis of the street renaming process including the renaming of Orange Avenue to Barack Obama Boulevard. This item was continued at the Board's October 23, 2018 meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Board direction.

Title: Overview of the Street Renaming Process and Analysis of the Renaming of Orange Avenue to Barack Obama Boulevard

December 11, 2018

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Report and Discussion

Background:

As directed by the Board at the September 4, 2018 meeting, this agenda item provides an overview of the street renaming process, specifically as it relates to renaming a street in honor of an accomplished or famous individual and an analysis of the impacts associated with the renaming of Orange Avenue to Barack Obama Boulevard.

The County's Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Chapter 10 of the Leon County Code of Laws), which was adopted by the Board in 1995, establishes countywide criteria and guidelines for street naming, street renaming, and property address assignment (Attachment #1). The Ordinance also provides for the Addressing Steering Committee (ASC), an interagency coordination committee that provides guidance and makes recommendations to staff and the Board on matters relating to the implementation of the Ordinance.

The ASC consists of representatives from the Tallahassee Fire Department, Tallahassee Police Department, Leon County Sheriff's Office's Division of Emergency Management, Tallahassee-Leon County Geographic Information System (GIS), Tallahassee Growth Management Department, Department of PLACE, Leon County Development Support and Environmental Management Department (DSEM), Leon County Property Appraiser's Office, Consolidated Dispatch Center, United States Postal Service, and the Leon County School Board. Technical support is provided to the ASC by representatives from County Public Works, City Traffic Engineering, Tallahassee-Leon County GIS, the Consolidated Dispatch Center, and the Supervisor of Elections Office.

The Leon County Addressing Unit is responsible for implementing the Uniform Street Naming and Property Numbering System Ordinance to assign street names to all streets within the incorporated and unincorporated areas of Leon County. The ASC meets bi-annually, or as deemed necessary, to review requests for street naming or renaming streets, and is staffed by County Addressing staff. The street naming and renaming process is a function that is mandated and governed under Florida Statutes Chapter 336, which established the County Road System and designated the County Commission to maintain the road system (Attachment #2). Section 336.05, Florida Statutes, empowers the County Commission to name and rename streets and roads outside of municipal boundaries. In addition, Section 335.0415, Florida Statutes, provides the County Commission with the jurisdiction over county maintained roads, including the ability to name and rename county maintained roads located inside a municipal jurisdiction. Based on Leon County's Ordinance, the Leon County Commission is only allowed to rename City streets for public safety and emergency response related issues; all other renaming of City streets requires the approval of the City. Counties are not provided the authority to rename state roads. In addition, Section 267.062, Florida Statutes, prohibits renaming state roads after a living person (Attachment #3).

This agenda item was presented to the Board at their regularly scheduled meeting on October 23, 2018, and was continued at that time.

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Analysis:

This section provides an overview of the street renaming process including those instances where streets have been renamed in honor of an individual. This overview is followed by an analysis of Orange Avenue specifically as it relates to the County's ability to rename the roadway or a segment of the roadway in honor of the 44th President of the United States Barack Obama. Following these two sections are options and alternatives for the renaming of a street in honor of President Obama.

Street Renaming Process

Typically, the street renaming process is initiated as the result of a potential safety hazard to life and property due to duplicate or phonetically similar street names, which may cause a delay in emergency response. All street renaming requests are reviewed by staff to ensure compliance with the Uniform Street Name and Property Numbering System Ordinance prior to being forwarded to the ASC for review and recommendation. As always, the City provides input through the ASC's review of any proposed street renaming. Pursuant to the Ordinance, the Board must approve all local street renaming requests in Leon County.

Pursuant to the County's Street Naming Ordinance, if the proposed renaming is based on public safety and emergency response related issues, and is recommended by the ASC, the County Commission has the authority to independently rename streets inside the City of Tallahassee as well as the unincorporated County. However, as outlined in Chapter 336, Florida Statutes, the County Commission does not have the authority to rename state roads.

Subsequent to the approval of a street renaming by the Board, direct mail notification is provided to all affected property owners advising them of the 30-day notice of intent to rename the street in question. The impacted property owners are also provided U.S. Postal Service informational packets that outline change of address related issues and required actions. In addition, public notification is provided through newspaper advertisement regarding the pending street name change. At the end of the 30-day notice of intent period, street signs are revised to reflect the new street name.

The "Addressing Policies and Procedures Guidelines Manual", which was adopted by the Board, provides the process by which citizens can petition for the renaming of a street in honor of an individual. In all instances where a street was renamed in honor of an individual, the renamed streets were short, had limited property owners that were impacted, and in each instance the petitioners received agreement from all of the affected property owners before the request was forwarded by staff to the ASC for review and recommendation. Since adoption of the Ordinance there have been four (4) petitions submitted to rename local streets in honor of individuals:

- In memory of Officer Ponce de Leon, Tallahassee's first police officer killed in the line of duty, the street adjacent to the police department between Seventh Avenue and Lake Ella Drive was renamed Officer Ponce Way in 1998;
- In 2008, a street located between South Adams and Bronough was renamed Jakes & Patterson Street in commemoration of two FAMU students who participated in the Tallahassee Bus Boycott of 1956;

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Page 4

- The third approval occurred in 2009, when an unnamed alleyway within the Carolina Place neighborhood was named Aquilina Howell Alley to honor the former Assistant Superintendent of the Leon County School Board; and
- In 2014, the road located between Lake Ella Drive and North Meridian Road was renamed Sgt. Dale Green Way in honor of another City of Tallahassee Police Officer killed in the line of duty.

Renaming of Orange Avenue

Based on Section 336.05, Florida Statutes, the process of renaming or changing the name of a road outside the state's jurisdictional boundaries is governed by the local commissions in their respective jurisdictions. After researching the Orange Avenue renaming issue, it has been determined that the road is maintained by three separate jurisdictions (Attachment #4). Orange Avenue West from Capital Circle SW to South Monroe Street is under the State of Florida's jurisdiction. On March 23, 2018, the State Legislature designated Orange Avenue West as the CK Steele Memorial Highway; however, the honorary designation did not change the name of the roadway segment in question (Attachment #5). The option of the Board renaming Orange Avenue West (Capital Circle SW to South Monroe Street) is not available due to the prohibition outlined in Chapter 336, Florida Statutes, which does not allow the Board to rename state roads. In addition, the proposal to rename the state road in honor of President Barack Obama is not allowed under the provisions outlined in Section 267.062, Florida Statutes, which prohibits renaming state roads in honor of a living person.

Orange Avenue East extends through both the City and County jurisdictions. The Board has the statutory authority to approve the renaming of the portion of Orange Avenue East maintained by the Leon County Public Works Department from South Monroe Street to the intersection of South Blair Stone Road. However, if this segment was renamed in honor of President Obama, it would create one roadway with three different named segments: Orange Avenue (Capital Circle SW to S. Monroe), Barack Obama Blvd (S. Monroe to Blair Stone) and Orange Avenue (South Blair Stone Rd to Southwood Plantation Road). This would be inconsistent with Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance which states that extensions of existing streets shall have the same name, meaning the entire length of the road has the same name. This renaming of only the county-maintained portion of Orange Avenue would create a significant public safety issue and is therefore not recommended to be pursued further.

An alternative is to rename the segment of Orange Avenue from S. Monroe to Southwood Plantation Road. A portion of this segment of Orange Avenue is under the jurisdiction of the City of Tallahassee and would require their approval for a proposed street renaming. However, since the County cannot rename the State Road segment of Orange Avenue (Capital Circle SW to South Monroe Street), the renaming of any portion of Orange Avenue is inconsistent with Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance.

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Options and Alternatives

This item presents several additional street renaming options and alternatives for the Board to consider in honor of President Barack Obama. The following summarizes the Orange Avenue options, as well as, the alternatives.

- Orange Avenue from South Monroe to Southwood Plantation Road: An amendment to Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance to allow a segment of a street, and not the entire length of the street, to be renamed would be required to accomplish this renaming. The renaming of this segment of Orange Avenue would require 347 address changes including 330 residential properties and 17 non-residential properties (including J. Michael Conley Elementary School). The number of parcels impacted is extremely large and would attract extensive public interest. However, this approach would be inconsistent with the primary intent of the Ordinance, which is to address public safety and emergency services-related issues. In addition, the City would need to approve this renaming as a portion of the road is maintained by the City. If the ordinance is amended and the City concurs, then the property owners would be notified of the renaming.
- Honorary designation of Orange Avenue from South Monroe to Blair Stone Road: In lieu of renaming the County maintained section of Orange Avenue between South Monroe Street and Blair Stone Road, the Board could designate the segment in honor of President Barack Obama similar to the State of Florida's recent designation of Orange Avenue west of South Monroe, in honor of local civil rights activists C.K. Steele. This action would not violate Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance, and is solely within the authority of the Board. This approach does not require any address changes for property owners.
- Springhill Road from Capital Circle to Lake Bradford Road (Pineview Elementary School): The beautification and enhancement of Springhill Road is a key component of the funded Blueprint Airport Gateway project. This is a highly traveled segment of roadway by both residents and passengers arriving to Tallahassee. Because Springhill Road is a County maintained road, the County Commission has the authority pursuant to Chapter 335, Florida Statutes, to rename the roadway. However, renaming a segment of Springhill Road would require an amendment to Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance to allow a segment of a street, and not the entire length of the street, to be renamed. The renaming of Springhill Road from Capital Circle to Lake Bradford Road would require 55 address changes, including 29 commercial establishments, 19 residential properties, and 5 non-residential properties including a park, and two religious facilities. Upon the ordinance being amended, the County would then proceed with notifying the impacted property owners of the renaming. It should be noted that the northern segment of Lake Bradford Road which extends from Springhill Rd at Pineview Elementary School toward Gaines Street is a state road so the Board is statutorily prohibited from renaming that portion of the roadway.

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- Tram Road from South Monroe to the county line: In light of the location of the fairgrounds, residents from throughout the County and surrounding areas would see the renaming while attending events at the fairgrounds as well as the daily users of South Monroe and Tram Road. Because Tram Road is a County maintained roadway, the County Commission has the authority to rename the road pursuant to Chapter 335, Florida Statutes. This option would not violate Section 10-11.106(6) of the County's Uniform Street Name and Property Numbering System Ordinance; however, this option would require 75 address changes. This includes 60 residential properties, 9 non-residential properties, 4 commercial establishments, one park, and one religious facility. If the Board approves this renaming, the County would proceed to notify the impacted property owners of the change. This would be the only action required of the County Commission to effectuate this renaming, as there would not be a public hearing required to amend the Ordinance to effectuate the renaming of Tram Road.
- East Pensacola Street from Monroe to Franklin Boulevard: This roadway segment is located adjacent to the County Courthouse and is highly visible to local residents as well as visitors due to its close proximity to the Capital, Smokey Hollow, the Riley House Museum, and Cascades Park. In addition the segment is relatively short and does not have any affected properties with address assignments to the segment. The renaming of this segment of Pensacola Street would be consistent with the current Board approved ASC policies and procedures as well as past actions by the Board regarding the renaming of streets in honor of an individual. In addition based on the location of the street the public profile of the renaming would be substantially increased. However, because this roadway is located inside the City and is not a County maintained road, the City would have to concur with the renaming.
- An alternative County maintained road: The Board could select any County maintained roadway located in the County either outside or inside the City limits and rename the road in honor of President Barack Obama. This would be consistent with the County's Ordinance and applicable state statues. As long as the roadway in question is not a segment or a portion of a road the renaming would be consistent with the County's Uniform Street Name and Property Numbering System Ordinance. However, based on the location of the roadway selected and the length of the road, this could result in a substantial amount of property owners being impacted, and potentially limit the anticipated public profile of the Board's action.

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Summary

The Countywide Uniform Street Name and Property Numbering System Ordinance was adopted by the Board in 1995, primarily to address public safety and emergency services related issues that had historically resulted from the uncoordinated and non-sequenced assignment of street addresses and the approval of duplicate and sound alike street names by the County and the City. The Ordinance provides the Board the authority countywide (inside the City and in the unincorporated County) to approve, subsequent to review and recommendation by the ASC, the renaming of streets based solely on public safety and emergency response related concerns. In addition, Section 335.0415, Florida Statutes, provides the County Commission with the jurisdiction over county maintained roads, including the ability to name and rename county maintained roads located inside a municipal jurisdiction.

Although the County's Uniform Street Name and Property Numbering System Ordinance does not outline or establish a process for renaming streets for the purpose of honoring an individual the Board does have the authority to make these name changes. However, if the renaming is of a City street and is not based on public safety or emergency response related issues, then the City would need to concur. As the County Ordinance does not currently provide a process for the Board to rename streets in honor of individuals, it is recommended that the County Attorney's Office prepare an amendment to clarify the ordinance.

Based on the road segment selected by the Board, amendments to the County's street naming ordinance may also be required depending upon the road segment. Since 1998, the ASC has recommended and the Board has approved the renaming of four streets in honor of an individual or individuals. All of the honorees were deceased; the streets in question were relatively short with minimal impact to affected property owners, and all affected property owners agreed to the renaming proposal.

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Options:

- 1. Pursue renaming Orange Avenue from South Monroe to Southwood Plantation Road as "Barack Obama Boulevard" by:
 - a. Directing the County Administrator to send a letter to the City requesting the City's approval of the naming for those segments contained within the City limits.
 - b. Directing staff to prepare draft amendments to the Countywide Uniform Street Name and Property System Ordinance to allow a segment of a street, and not the entire length of the street, to be renamed.
- 2. Approve a designation of Orange Avenue from South Monroe to Blair Stone Road in honor of President Barack Obama.
- 3. Pursue renaming Springhill Road from Capital Circle to Lake Bradford Road (Pineview Elementary School) as "Barack Obama Boulevard" by:
 - a. Directing staff to prepare draft amendments to the Countywide Uniform Street Name and Property System Ordinance to allow a segment of a street, and not the entire length of the street, to be renamed.
- 4. Direct Tram Road from South Monroe to the county line be renamed "Barack Obama Boulevard" and proceed to notify the impacted property owners.
- 5. Pursue renaming East Pensacola Street from Monroe to Franklin Boulevard be renamed "Barack Obama Boulevard" by:
 - a. Directing the County Administrator to send a letter to the City requesting the City's approval of the renaming.
- 6. Authorize an alternative road or street to be considered being renamed in honor of President Barack Obama.
- 7. Direct the County Attorney's Office to prepare an amendment to the County's Uniform Street Name and Property Numbering System Ordinance to clarify the process to rename streets in honor of individuals.
- 8. Board direction.

Recommendation:

Board direction.

Attachments:

- 1. Article XI of the Uniform Street Naming and Property Numbering System Ordinance
- 2. Sections 336.02 and 336.05, Florida Statutes
- 3. Section 267.062, Florida Statutes
- 4. Orange Avenue (East and West) Location Map
- 5. State Legislature Designation of CK Steele Memorial Highway

ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM^[5]

Editor's note— Ord. No. 09-39, §§ 1—12, adopted Nov. 10, 2009, amended Art. XI in its entirety to read as herein set out. Former Art. XI, §§ 10-11.101—10-11.112, pertained to similar subject matter. See the Code Comparative Table for complete derivation.

Sec. 10-11.101. - Purpose.

This article is promulgated for the purpose of providing for the assignment and approval of street names, and subdivision names, and for providing a uniform numbering system for the assignment of address numbers to properties with access from public and private ways within the City of Tallahassee and Leon County, Florida, in the interest of public health, safety, and the general welfare of citizens.

(Ord. No. 09-39, § 1, 11-10-09)

Sec. 10-11.102. - Short title and authority.

This article shall be known as the joint Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance and is adopted under the authority of F.S. chs. 125 and 336.

(Ord. No. 09-39, § 2, 11-10-09)

Sec. 10-11.103. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Access: The legal, and, or physical path, driveway, or roadway used by a property owner or tenant to drive from a roadway to the property or building. Access to a property may be provided by an easement from a roadway to the property, or by directly fronting onto an existing roadway.

Existing right-of-way: A dedicated legal access existing before the effective date of this article.

Front: To have primary access, for a building or other principal use, from an abutting public or private street.

Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization which is occupying or leasing a building or other property for a period exceeding 30 days.

Owner: Any and all persons, firms, entities, trusts, partnerships, corporations, associations or other organizations owning the fee title to, or having an interest in, any building or property which is subject to the provisions of this article.

Pre-directional: A directional identifier (north, south, east, west, northeast, northwest, southeast, or southwest) used in front of a street name.

Post-directional: A directional identifier (north, south, east, west, northeast, northwest, southeast, or southwest) used after a street name.

Principal building: A building in which is conducted all or any part of the principal use to which a lot or parcel of land is put.

Principal use: The primary purpose for which any land or a building on the land is used.

Public right-of-way: Any dedicated county and/or city maintained right-of-way.

Private right-of-way: Any right of way restricted in use by deed or ownership.

Private to private access: A private access used for buildings or structures which is not adjacent to a public access, but intersects another private access, and is not a recorded access easement.

Street: A right-of-way for vehicular traffic which serves three or more principle buildings or crosses multiple parcel boundaries.

Suffix: An affix appended to the end of a street name, serving to form a new name.

(Ord. No. 09-39, § 3, 11-10-09)

Sec. 10-11.104. - Uniform street naming and property numbering system implementation.

- (a) A uniform system of numbering buildings, as shown on the maps identified by the title "Property Numbering Maps," which are maintained on Leon County Tax Parcel Maps and in the Geographical Information System's Electronic Database in the Leon County Development Support and Environmental Management Department and the City of Tallahassee Growth Management Department. All explanatory matter thereon and related thereto, is hereby adopted, incorporated herein by this reference, and made a part of this article.
- (b) "Uniform Street Naming and Property Numbering System" is the set of policies and procedures adopted by both the City of Tallahassee and Leon County, and amended from time to time, for the purpose of implementing this [article] ordinance.
- (c) An addressing steering committee is established for the purpose of providing intergovernmental cooperation and system integrity of the implementation of policies and procedures as set forth by the Board of County Commissioners. The powers and duties of the addressing steering committee are:
 - (1) To resolve ambiguities in the regulations and policies and procedures relating to implementation; and to provide guidance where there are conflicting regulations or policies.
 - (2) To hear appeals by citizen residents and businesses of proposed implementation directives concerning addressing assignments and street naming actions.
 - (3) To make recommendations to both elected commissions regarding street naming and address re-assignments.
 - (4) To make recommendations to both elected commissions regarding changes to applicable regulations and changes to policies and procedures.
- (d) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time by the addressing steering committee.

(Ord. No. 09-39, § 4, 11-10-09; Ord. No. 13-06, § 16, 3-12-13)

Sec. 10-11.105. - Street names.

All streets as defined herein, in both the unincorporated and incorporated area of Leon County shall be named, including private-to-private accesses, for the purposes of emergency response (E-9-1-1) location. Street names shall be developed and assigned, in accordance with the uniform street naming and property numbering system, according to the following requirements:

- (1) Authority. The Leon County Board of County Commissioners has designated the Leon County Department of Development Support and Environmental Management, to assign street names to all streets within the incorporated and unincorporated areas of Leon County. Citizens who desire to name streets must complete a street name application provided by Leon County.
- (2) Existing rights-of-way and road easements. When any existing public right-of-way or private road easement is determined consistent with the definitions contained in this [article] ordinance, Leon County shall assign or coordinate a name to such street. Such public streets shall be identified with street signs provided by the appropriate local government jurisdiction.

- (3) New and proposed public rights-of-way and private road easements. When any new street is constructed as a public right-of-way or private road easement, Leon County shall have full authority to assign or coordinate the street name. Such public streets and private streets which result from new development or subdivision shall be identified by street signs specified by the appropriate local government agency. Costs of the sign shall be the obligation of the person(s) applying for the development permit for construction of the street, and satisfaction of such obligation shall be made a condition of the development permit. Certificates of occupancy shall not be issued until all required all street signs required by this provision are properly installed.
- (4) For private road easements, or fee simple situations created by a subdivision of lands, the subdivider, at his or her expense, shall provide and post the required street signs when they are not directly adjoining existing public rights-of-way. These street signs must be erected in accordance with specifications set forth by the appropriate local government agency. Final subdivision plats will be recorded with the assigned street names indicated on the final plat. Certificates of occupancy shall not be issued until and unless street signs required are properly installed. The applicable local government is responsible for verifying the placement and installation of all street signs.

(Ord. No. 09-39, § 5, 11-10-09; Ord. No. 14-10, § 42, 6-10-14)

Sec. 10-11.106. - Street naming criteria.

- (a) Criteria for approving street names.
 - (1) Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
 - (2) Prefixes (i.e. north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base line. Post-directionals identifiers will not be allowed (e.g.: Plank Road South).
 - (3) Names phonetically similar to other street names are not allowed.
 - (4) Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).
 - (5) Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.
 - (6) Streets which are extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.
 - (7) All streets names shall have a suffix. Suffixes can only be used as a true suffix. Suffixes to street names will be assigned according to the definitions in section 10-11,103.
- (b) Similar naming criteria will be used when determining the titles of subdivisions, condominiums, residential multifamily properties, and commercial centers, to avoid similar and duplicate names. Street names that are similar to subdivision names but are outside that subdivision, and vice versa, are not allowed.
- (c) Installation and cost. All street name signs in public rights-of-way shall be installed by, and the costs paid by, the appropriate local government. If the signs are for private streets, and the cost of the signs are the obligation of a developer or other permit applicant, a fee as established by the local government will be charged.

(Ord. No. 09-39, § 6, 11-10-09)

Sec. 10-11.107. - Administration and number assignment.

The city growth management department and the Leon County Department of Development Support and Environmental Management shall be responsible for managing, coordinating, and maintaining the property numbering maps in accordance with the uniform street naming and property numbering system.

- (1) Address numbers. All new principal buildings and all new activities involving uses of land without principal buildings shall be assigned address numbers by the appropriate local government agency. For principal uses of land without principal buildings, or any other permitted activity or approval requires the posting of the assigned address numbers by the time the final electrical inspection is conducted. The assigned address number shall be displayed as indicated in the Uniform Street Naming and Property Numbering System Ordinance. For principal buildings, final electrical inspections and certificates of occupancy will be issued after the assigned address number or numbers are displayed as provided in the uniform street naming and property numbering system policies and procedures. The following criteria shall be used to assign address numbers:
 - a. Numbers should be assigned according to the adopted policies and procedures, using the grid system illustrated on the General Highway Map. The grid is established by the Tallahassee Meridian (the numbering meridian line has been established as the road segment of Meridian Road North and South) and the Tallahassee Base line (the numbering base line has been established as the road segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established section lines at one mile intervals with each line representing 1,000 addresses.

(Ord. No. 09-39, § 7, 11-10-09; Ord. No. 14-10, § 43, 6-10-14)

Sec. 10-11.108. - Authorization for address corrections.

The county administrator and/or city manager or designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system policies and procedures.

- (1) Standards for renaming and renumbering. Any changes in the names of streets must be approved by the Board of County Commissioners. The county administrator and the city manager shall require address numbers to be changed to streets which are not in reasonable conformance with this article. Street name changes may be required by the Board of County Commissioners only if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the "Enhanced 9-1-1 Emergency Telephone System." Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.
- (2) Street renaming.
 - a. When any street is to be renamed pursuant to the requirements of this article, the Leon County Department of Development Support and Environmental Management shall notify by mail all property owners, as set forth in the most recent county tax rolls, whose lands abut such street, and shall make a reasonable attempt by public notice to notify the residents or businesses occupying such lands, that the street will be renamed. Cost of all installation of signs shall be the responsibility of appropriate local government. This includes public and private streets regardless of its intersections to public or private streets.
 - b. Public notices of the new street name shall be provided in the form of a display advertisement to run in a local public newspaper of general circulation at least 30 days prior to the effective date of change. The advertisement will identify the change of the street name and the effective date of the change. The cost associated for the

- implementation of this action will be that of the appropriate local government agency as set forth in this article.
- c. For street number changes without street name changes. The city manager and or county administrator or their designees shall notify by mail the affected property owners, as shown on the latest tax rolls, of any street number changes and the effective date of the change.
- (3) Contents of notice. The notices provided for in subsection 10-11.108(2)b. above, shall clearly identify the change in street name as it affects each property owner and/or occupant; shall identify the effective date of the change; and shall set forth the property owner's and occupant's obligations pursuant to this article.
- (4) Recorded plats. Notwithstanding any other provisions to the contrary in Chapter 10 of the Leon County Code of Laws, the county administrator or their designee is authorized to record a document in a form approved by the county attorney that would notify property owners, in recorded final plats in Leon County, when street names that are specifically listed on the recorded final plat are changed or otherwise modified in accordance with the terms and conditions of the Leon County/City of Tallahassee Street Naming and Uniform Property Numbering Ordinance. The form of the document shall list the plat book and page number of the recorded final plat being referred to along with the former and newly designated street name. In no event shall a replat be required of the recorded final plat for the purposes of the street naming change.

(Ord. No. 09-39, § 8, 11-10-09; Ord. No. 14-10, § 44, 6-10-14)

Sec. 10-11.109. - Address number posting.

Each principal building in the unincorporated and the incorporated area of Leon County, Florida, and each principal use of land without a principal building, shall have its building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of both the owner and occupant of each building or property to post the assigned number on the property in the following manner:

- (1) The principal building (address) number shall be affixed to the building on the side that the address is assigned in such a manner so as to be clearly visible and legible from the direction in which normal vehicular access to the building is made. The address number for a principal use of land without a principal building shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use fronts, regardless of the direction of approach.
- (2) Assigned numbers, for principal buildings which are not visible from a public or private street, shall have their numbers displayed at the intersection of such street or driveway providing access to such building. The number shall be affixed to a post, mail box, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use is addressed, regardless of the direction of approach.
- (3) When more than one building, use, suite, unit, or apartment are assigned the same address number, and individual buildings, uses, suites, units, or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection 10-11.109(1) above, and the individual building, use, suite, unit, or apartment numbers shall be displayed near the entrance to such unit.
- (4) Numerals shall be Arabic and visible from the street.
- (5) The numerals shall be of contrasting color with the immediate background of the building or structure on which the numerals are affixed.

- (6) Any signs, placards, or similar graphics showing a different number which might be mistaken for or confused with the number assigned in accordance with the property numbering maps shall be removed and the properly assigned number posted.
- (7) Within 45 days after the receipt or notification of an address number the owner, occupant or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number in a conspicuous place as outlined in this article.

(Ord. No. 09-39, § 9, 11-10-09)

Sec. 10-11.110. - Private road signing.

- (a) Where private streets intersect with a public right-of-way, street name signs shall be placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street name signs, as well as any signs indicating whether the county does or does not maintain particular streets, shall be placed on the same post as the public street name signs.
- (b) Private street names signs and signs regarding county street maintenance shall be painted with a blue background and white letters. Public street signs shall be painted with a green background and white letters.

(Ord. No. 09-39, § 10, 11-10-09)

Sec. 10-11.111. - Enforcement.

The requirements of this article will be enforced by the Leon County Code Enforcement Board.

(Ord. No. 09-39, § 11, 11-10-09)

Sec. 10-11.112. - Penalty.

- (a) Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.
- (b) In the event that the owner, occupant, or person in charge of any house, building, mobile home, or other structure refuses to comply with the terms of this [article] ordinance by failing to affix the address number assigned within 45 days after notification, or by failing within said period of 45 days to remove any old numbers affixed which may be confused with the address numbers assigned thereto, he shall be punished by paying a fine of not less than ten dollars for every day that the situation is not rectified.

(Ord. No. 09-39, § 12, 11-10-09)

The 2018 Florida Statutes

Title XXVI PUBLIC TRANSPORTATION

Chapter 336

View Entire Chapter

COUNTY ROAD SYSTEM

CHAPTER 336 COUNTY ROAD SYSTEM

- 336.01 Designation of county road system.
- 336.02 Responsibility for county road system; approval of maps of reservation.
- 336.021 County transportation system; levy of ninth-cent fuel tax on motor fuel and diesel fuel.
- 336.022 County transportation trust fund; controls and administrative remedies.
- 336.023 Use by counties of the surplus from the constitutional gas tax.
- 336.024 Distribution of constitutional gas tax.
- 336.025 County transportation system; levy of local option fuel tax on motor fuel and diesel fuel.
- 336.0255 Distribution of additional local option tax.
- 336.03 County engineer; qualifications.
- 336.044 Use of recyclable materials in construction.
- 336.045 Uniform minimum standards for design, construction, and maintenance; advisory committees.
- 336.046 Regulation of bus benches and transit shelters within rights-of-way.
- 336.048 Temporary closing traveling lane of road.
- 336.05 Naming of county roads; recording.
- 336.08 Relocation or change of roads.
- 336.09 Closing and abandonment of roads; authority.
- 336.10 Closing and abandonment of roads; publication of notice.
- 336.12 Closing and abandonment of roads; termination of easement; conveyance of fee.
- 336.125 Closing and abandonment of roads; optional conveyance to homeowners' association; traffic control jurisdiction.
- 336.41 Counties; employing labor and providing road equipment; accounting; when competitive bidding required.
- 336.44 Counties; contracts for construction of roads; procedure; contractor's bond.
- 336.467 County-state right-of-way acquisition agreements.
- 336.505 Default in bonds or interest coupons issued by special road and bridge district; receivership; bondholder claims.
- 336.66 Method of abolition of district.
- 336.68 Special road and bridge district boundaries; property owner rights and options.
- 336.71 Public-private cooperation in construction of county roads.
 - **336.01** Designation of county road system.—The county road system shall be as defined in s. 334.03(8).

History.-s. 41, ch. 29965, 1955; s. 10, ch. 77-165; s. 37, ch. 91-221; s. 120, ch. 99-13; s. 81, ch. 99-385.

336.02 Responsibility for county road system; approval of maps of reservation.—

(1)(a) The commissioners are invested with the general superintendence and control of the county roads and structures within their respective counties, and they may establish new roads, change and discontinue old roads, and keep the roads in good repair in the manner herein provided. They are responsible for establishing the width and grade of such roads and structures in their respective counties.

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Title XXVI
PUBLIC TRANSPORTATION

Chapter 336

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COUNTY ROAD SYSTEM

336.05 Naming of county roads; recording.

- (1) The commissioners are authorized to name and rename streets and roads, except state roads designated by number by the department, lying outside the boundaries of any incorporated municipality.
- (2) The commissioners are authorized to refuse to approve for recording in accordance with chapter 177 any map or plat of a subdivision when recording of such plat would result in duplication of names of streets or roads or when such plat, in the opinion of the commissioners, will not provide adequate and safe access or drainage.

 History. s. 45, ch. 29965, 1955; s. 2, ch. 57-776; s. 70, ch. 84,309.

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The 2018 Florida Statutes

267.062

Title XVIII PUBLIC LANDS AND PROPERTY

Chapter 267 HISTORICAL RESOURCES **View Entire Chapter**

267.062 Naming of state buildings and other facilities.—

(1) Except as specifically provided by law, no state building, road, bridge, park, recreational complex, or other similar facility shall be named for any living person.

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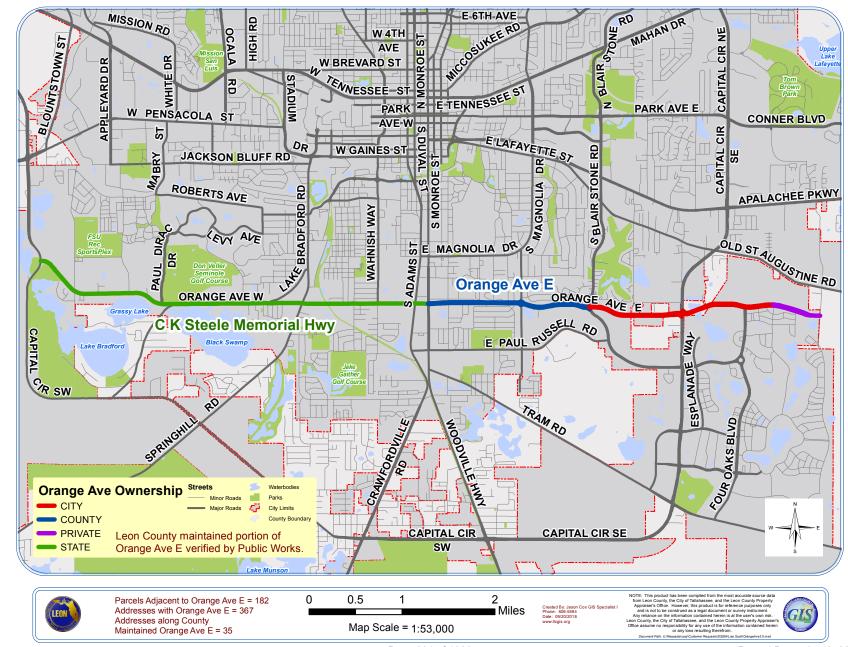
Select Year:

- (2) The division shall, after consulting with the Florida Historical Commission, recommend several persons whose contributions to the state have been of such significance that the division may recommend that state buildings and facilities be named for them.
- (3) Notwithstanding the provisions of subsection (1) or s. <u>1013.79</u>(11), any state building, road, bridge, park, recreational complex, or other similar facility of a state university may be named for a living person by the university board of trustees in accordance with regulations adopted by the Board of Governors of the State University System.

History. - ss. 1, 2, ch. 71-267; s. 50, ch. 86-163; s. 7, ch. 2001-199; s. 5, ch. 2007-246; s. 18, ch. 2011-177.



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RICK SCOTT GOVERNOR

March 23, 2018

Secretary Kenneth W. Detzner Secretary of State R.A. Gray Building 500 South Bronough Street Tallahassee, Florida 32399

Dear Secretary Detzner:

Enclosed for filing are acts that originated in the Senate during the 2018 Regular Session, which I have approved today:

Taxes and Fees for Veterans and Low-Income Persons
Marriage Licenses
Nonnative Animals
Transportation Facility Designations
Unlawful Detention by A Transient Occupant
Department of Agriculture and Consumers Services
Separation of Agriculture and Consumers Services
Young Farmers and Ranchers
Juvenile Justice
Animal Welfare

Sincerely,

Rick Scott Governor

2018382er

117	"Deputies Skip York and Burt Lopez Memorial Highway."
118	(34) That portion of S.R. 19 between Lane Park Cutoff Road
119	and U.S. 441 in Lake County is designated as "Sheriff Chris
120	Daniels Memorial Highway."
121	(35) That portion of Hoagland Boulevard between Old Tampa
122	Highway and Pershing Street in Osceola County is designated as
123	"Officer Matthew Baxter and Sergeant Richard Sam Howard, III
124	Boulevard."
125	(36) That portion of Bruce B. Downs Boulevard between
126	Cypress Preserve Drive and Amberly Drive in Hillsborough County
127	is designated as "Stevie LaDue Giving Hope Highway."
128	(37) That portion of E. 4th Avenue between 21st Street and
129	25th Street in Miami-Dade County is designated as "John J.
130	Brunetti, Sr., Avenue."
131	(38) That portion of State Road 371/373/Orange Avenue
132	between State Road 263/Capital Circle Southwest and State Road
133	61/Monroe Street in Leon County is designated as "CK Steele
134	Memorial Highway."
135	(39) The Department of Transportation is directed to erect
136	suitable markers designating the transportation facilities as
137	described in this section.
138	Section 2. Subsection (35) of section 1 of chapter 2017-
139	193, Laws of Florida, is amended to read:
140	Section 1. Transportation facility designations; Department
141	of Transportation to erect suitable markers
142	(35) Notwithstanding s. 334.071(3), that portion of U.S. 1
143	between Broward Boulevard and Sunrise Boulevard, in Broward
144	County $_{\mathcal{T}}$ is designated as "The Hope and Healing Highway."
145	Section 3. This act shall take effect July 1, 2018.

Leon County Board of County Commissioners

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Primary Healthcare Program and Workshop

Consideration

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

Statement of Issue:

As requested at the October 23, 2018' meeting, this agenda item provides additional information and clarification regarding the County's Primary Healthcare Program and seeks Board direction regarding scheduling a workshop with the County's primary health care providers.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Board direction.

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Report and Discussion

Background:

At the October 23, 2018 meeting, the Board approved agreements for the FY 2019 Primary Healthcare Program including agreements with Bond Community Health Center, Inc. (Bond), Neighborhood Medical Center, Inc. (NMC), and Apalachee Center, Inc. (Apalachee). During the meeting, the Board requested additional information and clarification on the number of patient visits reported by Bond in comparison to those reported by NMC. In addition, the Board sought information regarding Bond's current status as a federally qualified health center. In order to address these questions, the Board requested a workshop to meet with the individual health care service providers. However, this agenda item provides additional information and clarification to the specific issues raised during the October 23, 2018 meeting. Therefore, upon review of this item, the Board may determine that an additional workshop is not necessary. However, staff is prepared to conduct a workshop with the primary health care providers on February 12, 2019 if the Board wishes to proceed.

Analysis:

Leon County's Primary Healthcare Program provides primary health care services to uninsured and underinsured Leon County residents. A portion of the Primary Healthcare Program funds is pooled to allow three providers, Bond Community Health Center, Inc. (Bond), Neighborhood Medical Center, Inc. (NMC), and Apalachee Center, Inc. (Apalachee), shared and equal access to provide primary, dental and mental health care services. Under this strategy, known as the Competitive Provider Reimbursement Pool (Competitive Pool), the funds follow the patient and each provider is reimbursed for services rendered at a rate of \$125 for each primary or dental health care visit and \$80 for each mental health care visit. The strategy encourages a level playing field for all providers and allows the patient the option to select a provider of their choice.

As part of the discussion of the Primary Healthcare Program agenda item presented at the October 23, 2018 meeting, the Board sought additional information in several areas. In general, the questions raised during the Commission meeting included:

- Why did NMC appear to serve more clients than Bond and what is the status of Bond's federally qualified health center (FQHC) designation?
- What is the utilization rate of the primary, dental, and mental health funding by the providers?
- How is the County's investment in primary health care leveraged to maximize additional services for low-income residents?

Why did NMC appear to serve more clients than Bond and what is the status of Bond's FQHC designation?

As shown in Table 1, NMC provided more patient visits than Bond in FY 2018. NMC is a larger federally qualified health center (FQHC) with more capacity and resources to serve a greater number of patients. Currently, NMC operates in five (5) locations: the Lincoln Neighborhood

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Center in Frenchtown; the Smith-Williams Center in the Bond community; the Leon County Health Department building on Orange Avenue; the Millicent Hollifield Clinic at Rickards High School; and the Dental Clinic in Havana (although located in Gadsden County, a significant number of Leon County residents are served at this location). In comparison, Bond currently operates three (3) locations: the Main Site on Gadsden Street, the Specialty and Wellness Center on Monroe Street, and the Kay Freeman Center on Municipal Way near the Kearney Center.

Table 1 identifies the total patient visits that were reimbursed utilizing the Competitive Pool funds. In order for Bond, NMC and Apalachee to receive payment from the pooled funds, all providers are required to submit documentation each month to verify that the patients served met the following criteria for one of the three covered services of primary, dental or mental health care:

- Proof of Leon County residency
- Earned income is 100% or below the Federal Poverty Line (FPL)
- Have no other form of insurance

Table 1.	Table 1. FY 2018 Primary Health Care Competitive Provider Reimbursement Pool Summary (October 1, 2017 – September 30, 2018)*									
Provider		· ·							Т	Cotal
	Visits	Funding	Visits	Funding	Visits	Funding	Visits	Funding		
Apalachee	254	\$31,750	1,875	\$150,000	N/A	N/A	2,129	\$181,750		
Bond	2,094	\$261,750	161	\$12,880	1,140	\$142,500	3,395	\$417,130		
NMC	4,175	\$521,826	470	\$37,600	1,323	\$165,375	5,968	\$724,801		
Total	6,523	\$815,326	2,506	\$200,480	2,463	\$307,875	11,492	\$1,323,768		

^{*} Numbers reflect final actual reimbursements compared to October 23, 2018 agenda item which included year ending estimates for the last quarter of FY2018.

As shown in Table 2, over the past three years NMC has consistently received increasingly more federal funding than Bond. In 2017 alone, NMC received 141% more federal funding than Bond.

Table 2. Bond & NMC Federal Funding 2015-2017						
FUNDING	2015	2016	2017			
BOND Federal Dollars	\$1,254,493	\$1,651,333	\$1,747,159			
NMC Federal Dollars	\$2,628,450	\$3,603,345	\$4,212,213			

Bond is currently designated as a FQHC and receives federal funding annually to provide primary health care services to uninsured residents. Prior to 2015, Bond was the only FQHC in Leon County that served low-income residents. However, in March 2014, Bond lost its

December 11, 2018

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designation as an FQHC, which resulted in a significant loss of federal funding. Bond experienced major reductions in personnel and subsequent reductions in service delivery levels and locations. By August 2015, Bond had regained its designation as a FQHC, but received significantly fewer federal funds than in previous years. In 2014, prior to the loss of its FQHC designation, Bond received a total of \$3.5 million in federal funding. However, Bond received only \$1.2 million upon reinstatement of their FQHC status in August 2015.

Although Bond lost its FQHC designation in March 2014, the U.S. Department of Health and Human Services (HHS) simultaneously awarded the FQHC designation to NMC and established NMC as an FQHC for the first time. Prior to receiving the designation in 2014, NMC operated as a small community health provider and 50% of its budget was comprised of county funding. In its first full year as an FQHC, NMC received \$2.6 million in federal funding. This allowed NMC to expand its service locations to the underserved areas of the County.

As FQHCs, Bond and NMC are required to submit Uniform Data System (UDS) Reports to HHS annually. The UDS report includes data on the overall number of patients served in a calendar year. Since 2015, according to the reports submitted to HHS, NMC has consistently served more patients than Bond. The 2017 UDS Reports show NMC served 12,350 patients while Bond served 9,668 patients (Attachments #1 and #2).

It is important to note that both Bond and NMC have continued to receive incremental increases in federal funding over the past three years. In total, federal funding for primary health care in Leon County has increased 70% since the designation of two FQHCs in 2014.

Bond and NMC regularly collaborate and coordinate their resources to address the primary health care needs of Leon County residents. Current activities include patient referrals, sharing of resources, and mutual personnel training. Bond and NMC also collaborate with other local health care providers to increase access for uninsured low-income residents. For example, Bond provides primary health care services (approximately 13 hours a week) at Big Bend Cares/Care Point and NMC partners with Capital Regional Medical Center for radiological services for its uninsured patients.

What is the utilization rate of the primary, dental, and mental health care funding by the providers?

Annually, the County allocates \$1.3 million to the Competitive Reimbursement Pool; \$759,893 is aligned to primary health care, \$264,753 to mental health care, and \$300,000 to dental health care. During the October 23rd meeting, the Board discussed the providers' utilization of the funding provided in each service category (primary, dental and mental health). All three providers use the Pool funds. However, only Bond and NMC provide dental services.

In October 2016, the Board authorized the County Administrator to realign the pooled funds within the three categories as needed, provided that the realignment does not reduce the original allocation in any category more than 50%. Historically at year's end, unspent funds have been available in the mental health category while the dental health funding has been exhausted well before the end of the fiscal year. The underutilization of mental health funds is due in part to the lack of available personnel to provide mental health services. In contrast, over the past three

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years, Bond and NMC have expanded dental services at both their primary and satellite locations as well as through their respective mobile units. While this has increased access to health care for residents it has also resulted in higher utilization of these services. In FY 2018, the Pool funds aligned in the dental category were exhausted in July 2018 while the primary care funds were exhausted in August 2018. To address this deficit, \$64,186 of the funds set aside for mental health were realigned to the primary and dental health care categories.

Over the past three years an average of \$30,000 in mental health funding has been realigned to the primary health and/or dental health categories. The agency representatives explained that underutilization of the mental health funding is due to a shortage of psychiatrists and other mental health professionals authorized to prescribe psychotropic medication. Currently, NMC has one full-time psychiatrist and one part-time psychiatrist, while Bond has only one part-time psychiatrist. The shortage of psychiatrists is a national problem and not unique to Leon County. In March 2017, the National Council of Behavioral Health released a report indicating that 77% of U.S. counties have a severe shortage of psychiatrists. According to an Association of American Medical Colleges February 2018 article, the U.S. has a significant shortage of psychiatrists, particularly in the rural regions and urban neighborhoods.

In September 2016, the Board approved Apalachee's request for a five-year funding commitment of up to \$150,000 annually as local match to leverage \$1.5 million annually in state funding to establish a Central Receiving Facility (CRF). The \$150,000 advanced as match to Apalachee reflects the annual amount reimbursed to Apalachee from the Competitive Reimbursement Pool for services rendered. To insure Bond and NMC maintained access to funding for mental health services, Apalachee's reimbursement for mental health services was limited to \$150,000. However, as previously stated, a lack of available mental health service providers has left funds aligned to this category unspent.

Bond, NMC and Apalachee are implementing short- and long-term plans to address the need for more mental health professionals in the community. Currently, NMC has two advance registered nurse practitioners (ARNPs) in training to prescribe psychotropic medication. Most recently, Bond was awarded a federal grant in the amount of \$622,000 to employ a psychiatric nurse practitioner, a certified substance abuse counselor, and a chiropractor. These efforts will allow Bond and NMC to perform more mental health visits. Apalachee has partnered with the Florida State University (FSU) College of Medicine to establish a psychiatry residency in order to recruit more medical students into the mental health field. The residency is expected to be established in fall 2020 at the earliest. In March 2018, the College of Nursing graduated its first class of ARNPs certified to dispense psychotropic medication.

Staff hosts quarterly meetings with the Bond, NMC, Apalachee, and the Leon County Health Department (Health Department) to continuously identify opportunities and approaches to improve the delivery of health care services to low-income residents. Moving forward, in addition to Bond, NMC and Apalachee, the quarterly meeting participants will be expanded to include all partners funded through the Primary Healthcare Program, We Care, as well as the Department of Health-Leon, The Kearney Center and Big Bend Cares/Care Point. These meetings are utilized as another resource to evaluate the services provided through the County's

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Primary Healthcare Program and to enhance agency coordination and collaboration. A key discussion of the meetings will be identifying ways to improve access to mental health care.

<u>How is the County's investment in primary healthcare leveraged to maximize additional services</u> for low-income residents?

In compliance with the terms of the State of Florida Agency for Health Care Administration (AHCA), County funds were advanced to AHCA as the required match to allow Bond, NMC and Apalachee to access additional state and federal government funds to serve the primary health care needs of Leon County residents. In FY 2018, both Bond and NMC leveraged \$270,231 from the Competitive Reimbursement Pool to access an additional \$422,202 in Low Income Pool (LIP) funds to provide primary health care. LIP funding generated an additional 3,377 primary health care patient visits, for uninsured, low-income County residents.

Table 3 illustrates that with the inclusion of Apalachee's and Tallahassee Memorial Hospital's eligibility to access LIP funds, utilizing FY 2019 County funds allocated from the Competitive Reimbursement Pool as the required match is expected to produce revenue that exceeds the amount brought to the community in FY 2018.

Table 3. FY 2019 Required County Match and LIP Funding						
Health Care Provider	County Match	Additional LIP Funds	Total Funds Available for Health Care Services (County Match +LIP)			
Bond Community Health Center	\$136,765	\$154,093	\$290,858			
Neighborhood Medical Center	\$202,815	\$228,511	\$431,326			
Tallahassee Memorial Healthcare	\$100,000	\$395,410	\$495,410			
Apalachee Center, Inc.	\$258,362	\$660,000	\$918,362			
Total	\$697,942	\$1,438,014	\$2,135,956			

As referenced earlier, \$150,000 allocated from the Competitive Pool to Apalachee is used as match funding to access \$1.5 million in state funding annually to establish the CRF. In FY 2019 the County's investment in health care will realize a return of \$2.22 for every \$1 of taxpayer revenue allocated to the Primary Healthcare Program Competitive Pool.

Conclusion

The Leon County Primary Healthcare Program ensures access to primary health care for uninsured and underinsured residents. The analysis presented in this item addresses the additional information sought during the October 23, 2018 meeting, provides a review of the agencies' historical and current service levels, and details staff's engagement with the health care partners to ensure the effective operation of the County's Primary Healthcare Program. If the Board wishes to proceed with a workshop with the primary health care providers, the workshop could be scheduled on Tuesday, February 12, 2019, 1:00 p.m. until 3:00 p.m., which is prior to the commencement of the FY 19-20 budget process.

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Options:

- 1. Accept the status report on the Primary Healthcare Program and take no further action.
- 2. Accept the status report on the Primary Healthcare Program and schedule a workshop with the health care partners for February 12, 2019, 1:00 p.m. to 3:00 p.m.
- 3. Board direction.

Recommendation:

Board direction.

Attachments:

- 1. Excerpts from the Bond Community Health Center 2017 UDS Report
- 2. Excerpts from the Neighborhood Medical Center 2017 UDS Report

Date Requested: 05/07/2018 02:09 PM EST Date of Last Report Refreshed: 05/07/2018 02:09 PM EST

Program Name: Health Center 330 Submission Status: Review In Progress

> UDS Report - 2017 Center / Health Center Profile

Do you self-identify as an NMHC? No

Title	Name	Phone	Fax	Email
UDS Contact	John Grayson	(850) 576-4073 Ext. 273	Not Available	jgrayson@bondchc.com
Project Director	Temple Robinson MD	(850) 576-4073 Ext. 207	(850) 576-6834	trobinson@bondchc.com
CEO	Temple Robinson MD	(850) 576-4073 Ext. 207	(850) 576-6834	trobinson@bondchc.com
Chairperson	E. Olu Sawyerr	(850) 566-2243	Not Available	olu.sawyerr@bondchc.com
Clinical Director	Damon McMillan	(850) 576-4073 Ext. 220	Not Available	dmcmillan@bondchc.com

Attachment #1

Date Requested: 05/09/2018 02:09 PM EST

Date of Last Report Refreshed: 05/07/2018 02:09 PM EST

Program Name: Health Center 330 Submission Status: Review In Progress

> UDS Report - 2017 Patients by ZIP Code

ZIP Code (a)	None/Uninsured (b)	Medicaid/CHIP/Other Public (c)	Medicare (d)	Private (e)	Total Patients (f)
32301	620	562	158	101	1441
32302	9	9	2	2	22
32303	539	489 Medicaid/CHIP/Other	138	88	1254
ZIP Code 32304 (a)	None/Uninsured 810 (b)	P36blic	Medicare (d)	Private 133 (e)	Total Patients
32305	588	(c) 534	150	96	1368
32308	106	96	27	17	246
32309	89	80	23	14	206
32310	562	509	143	91	1305
32311	122	113	32	20	287
32312	100	90	26	16	232
32314	10	9	3	2	24
32316	9	9	2	2	22
32317	55	50	14	9	128
32324	12	11	3	2	28
32327	70	63	18	11	162
32332	9	8	2	1	20
32333	72	65	18	12	167
32340	14	12	4	2	32
32343	34	30	9	5	78
32344	69	63	18	11	161
32351	88	80	22	14	204
32352	22	20	6	4	52
32362	8	7	2	1	18
Other ZIP Codes	140	127	36	23	326
Unknown Residence					
Total	4157	3771	1063	677	9668

Date Requested: 05/07/2018 02:09 PM EST
Date of Last Report Refreshed: 05/07/2018 02:09 PM EST

Program Name: Health Center 330 Submission Status: Review In Progress

UDS Report - 2017

Table 3A: Patients By Age And By Sex Assigned At Birth - Universal

S.No	Age Groups	Male Patients (a)	Female Patients (b)
1.	Under Age 1	82	105
2.	Age 1	41	62
3.	Age 2	45	50
4.	Age 3	61	45
5.	Age 4	81	85
6.	Age 5	111	91
7.	Age 6	79	84
8.	Age 7	106	102
9.	Age 8	93	85
10.	Age 9	78	83
11.	Age 10	89	79
12.	Age 11	63	71
13.	Age 12	48	75
14.	Age 13	59	65
15.	Age 14	69	51
16.	Age 15	57	61
17.	Age 16	44	45
18.	Age 17	47	68
Subto	otal Patients (Sum lines 1-18)	1,253	1,307
19.	Age 18	34	71
20.	Age 19	35	71
21.	Age 20	39	72
22.	Age 21	37	71
23.	Age 22	30	61
24.	Age 23	37	78
25.	Age 24	43	95
26.	Ages 25-29	230	497
27.	Ages 30-34	218	450
28.	Ages 35-39	222	436
29.	Ages 40-44	216	377
30.	Ages 45-49	268	370
31.	Ages 50-54	347	414
32.	Ages 55-59	400	410
33.	Ages 60-64	323	400
Subto	otal Patients (Sum lines 19-33)	2,479	3,873

OMB Control Number: 0195-0193

Date Requested: 05/07/2018 02:09 PM EST
Date of Last Report Refreshed: 05/07/2018 02:09 PM EST

Program Name: Health Center 330 Submission Status: Review In Progress

UDS Report - 2017

Table 3A: Patients By Age And By Sex Assigned At Birth - Universal

S.No	Age Groups	Male Patients (a)	Female Patients (b)
34.	Ages 65-69	187	204
35.	Ages 70-74	71	108
36.	Ages 75-79	35	52
37.	Ages 80-84	22	40
38.	Age 85 and over	4	33
Subto	otal Patients (Sum lines 34-38)	319	437
39.	Total Patients (Sum lines 1-38)	4,051	5,617

OMB Control Number: 0195-0193

BHCMIS ID: 04E00336 - NEIGHBORHOOD HEALTH SERVICE INC. Tallahassee, FL

Date Requested: 02/15/2018 12:28 PM EST Date of Last Report Refreshed: 02/15/2018 12:28 PM EST

Program Name: Health Center 330 Submission Status: Data Entry In Progress

> UDS Report - 2017 Center / Health Center Profile

Do you self-identify as an NMHC? No

Title	Name	Phone	Fax	Emall
UDS Contact	Jeanne Freeman	(850) 459-2328	(850) 487-9915	jfreeman@neighborhoodmedicalcenter.org
Project Director	Jeanne Freeman	(850) 224-2469	Not Available	jnay79@gmail.com
CEO	Jeanne Freeman	(850) 459-2328	(850) 487-9915	jfreeman@neighborhoodmedicalcenter.org
Chairperson	Juan Collins	(386) 212-4817	(850) 513-3277	juancollins_juan@yahoo.com
Clinical Director	Sharron Foster	(850) 224-2409	(850) 224-1139	sfoster@neighborhoodmedicalcenter.org

BHCMIS ID: 04E00336 - NEIGHBORHOOD HEALTH SERVICE INC, Tallahassee, FL

Date Requested: 02/15/2018 12:28 PM EST Date of Last Report Refreshed: 02/15/2018 12:28 PM EST

Program Name: Health Center 330 Submission Status: Data Entry In Progress

> UDS Report - 2017 Patients by ZIP Code

ZIP Code (a)	None/Uninsured (b)	Medicald/CHiP/Other Public (c)	Medicare (d)	Private (e)	Total Patients
32301	554	328	55	98	1035
32303	896	824	63	181	1964
32304	760	448	80	31	1319
32305	627	423	87	73	1210
32307	8	5	0	3	16
32308	159	66	8	20	253
32309	119	50	17	18	204
32310	791	711	72	142	1716
32311	167	64	12	33	276
32312	134	48	5	8	195
32313	3	2	0	0	5
32314	6	1	2	4	13
32315	5	1	1	0	7
32316	4	3	0	0	7
32317	37	22	9	8	76
32318	2	0	0	1	3
32322	0	0	0	2	2
32324	6	6	3	8	23
32327	113	14	9	1 1	147
32331	7	1	0	1	9
32332	47	9	2	5	63
32333	743	879	78	113	1813
32343	63	21	2	9	95
32344	49	25	6	5	85
32351	420	736	12	29	1197
32352	97	10	4	12	123
32353	10	1	0	2	13
32358	4	0	1	0	5
Other ZIP Codes	371	54	12	39	476
Unknown Residence					
Total	6202	4752	540	856	12350

BHCMIS ID: 04E00336 - NEIGHBORHOOD HEALTH SERVICE INC, Tallahassee, FL

Date Requested: 02/15/2018 12:28 PM EST Date of Last Report Refreshed: 02/15/2018 12:28 PM EST

Program Name: Health Center 330 Submission Status: Data Entry In Progress

UDS Report - 2017 Table 3A: Patients By Age And By Sex Assigned At Birth - Universal

S.No	Age Groups	Maie Patients (a)	Female Patients (b)
1,	Under Age 1	5	1
2.	Age 1	16	18
3.	Age 2	28	43
4.	Age 3	58	83
5.	Age 4	90	79
6.	Age 5	97	103
7.	Age 6	85	107
8.	Age 7	64	119
9.	Age 8	67	108
10.	Age 9	79	123
11.	Age 10	59	95
12.	Age 11	46	78
13.	Age 12	89	90
14.	Age 13	79	74
15.	Age 14	77	71
16.	Age 15	83	100
17.	Age 16	53	99
18.	Age 17	79	114
Subt	otal Patients (Sum lines 1-18)	1,154	1,505
19.	Age 18	74	113
20.	Age 19	72	135
21.	Age 20	73	129
22.	Age 21	104	156
23.	Age 22	76	153
24.	Age 23	92	156
25.	Age 24	63	155
26.	Ages 25-29	328	614
27.	Ages 30-34	334	573
28.	Ages 35-39	322	614
29.	Ages 40-44	349	515
30.	Ages 45-49	351	515
31.	Ages 50-54	414	662
32.	Ages 55-59	382	576
33.	Ages 60-64	315	449
Subt	otal Patients (Sum lines 19-33)	3,349	5,515

OMB Control Number: 0195-0193

Review | EU | HRSA EHBs

BHCMIS ID: 04E00336 - NEIGHBORHOOD HEALTH SERVICE INC, Tallahassee, FL

Date Requested: 02/15/2018 12:28 PM EST Date of Last Report Refreshed: 02/15/2018 12:28 PM EST

Program Name: Health Center 330 Submission Status: Data Entry in Progress

UDS Report - 2017

Table 3A: Patients By Age And By Sex Assigned At Birth - Universal

\$.No	Age Groups	Male Patients (a)	Female Patients (b)
34.	Ages 65-69	241	227
35.	Ages 70-74	68	86
36.	Ages 75-79	51	62
37.	Ages 80-84	18	31
38.	Age 85 and over	13	30
Subtotal Patients (Sum lines 34-38)		391	436
39.	Total Patients (Sum lines 1-38)	4,894	7,456

OM8 Control Number: 0195-0193

Leon County Board of County Commissioners

Notes for Agenda Item #20

Leon County Board of County Commissioners

Agenda Item #20

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Renaming of Okeeheepkee Prairie Park in Honor of Former County

Administrator Parwez "P.A." Alam

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Leigh Davis, Director, Parks and Recreation

Statement of Issue:

This agenda item seeks the Board's approval to rename Okeeheepkee Prairie Park in honor of former County Administrator Parwez "P.A." Alam.

Fiscal Impact:

This item has a fiscal impact. The estimated cost of updating the signage at the Park is approximately \$4,000 and funding is available in the Parks and Recreation capital maintenance budget.

Staff Recommendation:

Option #1: Approve the renaming of Okeeheepkee Prairie Park to the Parwez "P.A." Alam Park in honor of former County Administrator Parwez Alam.

Title: Renaming of Okeeheepkee Prairie Park in Honor of Former County Administrator Parwez "PA" Alam

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Report and Discussion

Background:

On October 23, 2018, the Board directed staff to prepare an agenda item considering options to honor the life and achievements of former County Administrator Parwez "P.A." Alam, who passed away on October 7th at the age of 73.

Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, and Geographical Areas or Other Property" (Attachment #1) specifies that County-owned facilities may be named honoring well-known persons, provided that such persons are not serving in public office at the time of naming. Additionally, per the policy, the proposal for naming must be accompanied by background data and a resume or fact sheet citing reasons for the renaming nomination.

Analysis:

Pursuant to Policy No. 97-3, this agenda item serves as the proposal for the Board's consideration of renaming Okeeheepkee Prairie Park to the Parwez "P.A." Alam Park.

Dedicated Public Servant

Parwez Alam, better known amongst his colleagues as "P.A.," began his career with Leon County Government in 1986 as the Director of Public Works. However, he quickly ascended within the organization being promoted in 1988 to Assistant County Administrator and then County Administrator in 1989. Mr. Alam served in this role for 22 years and, when he retired in 2011, was one of the longest-serving county administrators in Florida. While all of Mr. Alam's contributions as County Administrator are too numerous to list, the following provides just a brief summary of the most significant achievements that occurred during his tenure:

- Establishment of the Leon County branch library program
- Establishment of Blueprint, including voter approval of two sales tax referendums
- Voter approval of the County Charter
- Establishment of Leon County EMS
- Construction of the Transfer Station
- Creation of the County's Parks and Recreation Program (detailed below)

Prior to starting his career at Leon County, Mr. Alam served as City Manager in two Florida cities, and spent three years with the Government of Nigeria. His private sector experience included positions with Exxon and PBS&J, as Director of Transportation Services. Mr. Alam earned a bachelor's degree in Civil Engineering from the University of Karachi, a master's degree in Civil Engineering from Northwestern University, and a master's degree in Management from the University of South Florida. He also taught at Florida State University, and was awarded the 2002 Leadership Award from the American Society for Public Administration.

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"P.A." a Leader in Establishing the County's Parks and Recreation Program

When Mr. Alam was appointed County Administrator in 1989, there were no active County parks or recreational programs. The County operated campgrounds, boat ramps, and passive parks, but contracted with the City of Tallahassee to provide countywide recreation services. The formula for determining the County's payment for these services was based on the City parks and recreation budget, the number of residents in unincorporated areas, and the consumer price index. By 1995, the population in unincorporated areas such as Fort Braden, Chaires, and Woodville had grown substantially, leading to demands for more recreational programs. Based on the contractual formula, the County was also facing multimillion-dollar annual payments to the City, but had no input as to how these funds were being utilized.

Under County Administrator Alam's leadership, the County brokered a new agreement with the City and budgeted \$3.2 million in County funding over six years to develop a comprehensive parks and recreation program in the unincorporated areas of Leon County. The initial funds were used to acquire land and build Chaires Community Park, Woodville Park and Recreation Complex, Fort Braden Community Park, Miccosukee Community Park, Tower Road Park, and Stoneler Road Park. Leon County Parks and Recreation has since grown to include over 3,800 acres of community parks, boat landings, campgrounds and greenways.

County staff evaluated numerous County parks and greenways for possible renaming in honor of Mr. Alam. In developing a final recommendation for Board consideration, Okeeheepkee Prairie Park was identified as the park which best reflected Mr. Alam's vision and legacy.

Renaming of Okeeheepkee Prairie Park

Building upon the initial County's parks and recreation program, in 1999, in partnership with the Florida Communities Trust and Northwest Florida Water Management District, the County purchased the 26 acres of land that would become Okeeheepkee Prairie Park. In seeking to optimize County resources, the park utilizes the stormwater treatment facility as a water feature that is surrounded by a walking trail; a feature that acknowledges Mr. Alam's love for walking, nature and leveraging County funds. In addition, Okeeheepkee Prairie Park contains boardwalks, a kiosk, picnic pavilion, and parking area, which were completed and opened to the public in 2015.

Pursuant to the Land Management Plan for the park, on May 22, 2018, the Board received a status report on the next phase of park construction (Attachment #2), which includes the opening of the County's first nature-based playground. This type of playground incorporates rocks and logs and hills, and research suggests that it encourages children to be more imaginative during play.

In recognition of Mr. Alam, who was a devoted parent of a child with a developmental disability in addition to being a dedicated public servant and leader, it is recommended that the playground include features specifically designed to accommodate children of all abilities and promote inclusive, play-based learning. Key features will include climbing elements constructed from timberforms, artificial turf, a rolling hill offering a free play/green space component, and a rainmaker providing a gentle element of sound. In addition, a feature designed to enhance

Title: Renaming of Okeeheepkee Prairie Park in Honor of Former County Administrator Parwez "PA" Alam

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sensory engagement will specifically be selected for children with developmental disabilities who visit the park.

Should the Board decide to honor former County Administrator Parwez Alam's years of public service and accomplishments through the renaming of Okeeheepkee Prairie Park, funds are available in the current budget for the related signage.

Options:

- 1. Approve the renaming of Okeeheepkee Prairie Park to the Parwez "P.A." Alam Park in honor of former County Administrator Parwez Alam.
- 2. Do not approve the renaming of Okeeheepkee Prairie Park to the Parwez "P.A." Alam Park in honor of former County Administrator Parwez Alam.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility"
- 2. Status Report on Okeeheepkee Prairie Park

Board of County Commissioners Leon County, Florida

Policy No. 97-3

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

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

County-owned Park and Recreation Facility

Date Adopted: May 28, 2013

Effective Date: May 29, 2013

Reference: N/A

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

Geographical Ares or Other Property" adopted April 8, 1997

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

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

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

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

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

Policy 97-3 Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein ("Donors") can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein ("Honoree") through the sponsorship of approved park benches and other amenities ("Park Furnishings") and Trees (collectively, "Park Furnishings and Trees") for County's installation at an approved County-owned park and recreational facility, as follows:

- 1. The County Administrator will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees ("Plaques") (collectively, "Shopping List"). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County Administrator deems appropriate, will be considered in the development of the Shopping List. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor's and Honoree's names.
- 2. The County Administrator has the right to alter the make and model of Park Furnishings and Plaques that are on the Shopping List, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.
- 3. Sponsorships are limited to only those items on the Shopping List. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.
- 4. The County Administrator will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship ("Sponsorship Cost") and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.
- 5. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.
- 6. The Shopping List and Sponsorship Form will be made available to the public online at the County's website and at the County's Parks and Recreation Department.
- 7. To qualify as a Donor, the Donor must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

Policy 97-3 Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

- 8. To qualify as an Honoree, the Honoree must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
 - d. A person who served with honor in the armed forces of the United States of America.
- 9. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.
- 10. Unless otherwise agreed to by the County Administrator, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in writing to the sponsorship. As used in this section, "family" is limited to the Honoree's son, daughter, parent, grandparent, sister, and brother.
- 11. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor's address and contact information; identify the Honoree's address and contact information if the Honoree is alive, or the Honoree's family member's address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree's family, as described hereinabove.
- 12. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.
- 13. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree's survival.
- 14. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location.

Policy 97-3 Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

- 15. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.
- 16. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.
- 17. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.
- 18. The County may relocate Park Furnishings, Trees, and Plaques.

The County Administrator, or his or her designee, will notify the Donor of the County's receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2013

Leon County Board of County Commissioners

Agenda Item #20

May 22, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Okeeheepkee Prairie Park

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of Office of Resource Stewardship
Lead Staff/ Project Team:	Leigh Davis, Director of Parks & Recreation

Statement of Issue:

To keep the Board apprised of the next phase of development at the Okeeheepkee Park, this item provides a status report on the design and construction of the County's first nature-based playground that will supplement the existing trail, boardwalks, parking area, kiosk and picnic pavilion.

Fiscal Impact:

This item has a fiscal impact. Funds for the playground are available in the Okeeheepkee Prairie Park budget.

Staff Recommendation:

Option #1: Approve the status report on Okeeheepkee Prairie Park.

Title: Status Report on Okeeheepkee Prairie Park

May 22, 2018

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Report and Discussion

Background:

To keep the Board apprised of the next phase of development at the Okeeheepkee Park, this item provides a status report on the design and construction of the County's first nature-based playground that will supplement the existing trail, boardwalks, parking area, kiosk and picnic pavilion.

In 1999, the County purchased the 26 acres that is now known as Okeeheepkee Prairie Park, located at 1294 Fuller Rd and boarding Lake Jackson. The acquisition was funded through a partnership with Florida Communities Trust (FCT) and the Northwest Florida Water Management District (NWFWMD).

The existing infrastructure, which consists of a stormwater pond, trails, boardwalks, kiosk, picnic pavilion, and parking area, was completed in 2015 in compliance with the Land Management Plan. The plan also proposed a "wildlife observation deck/overlook" to be constructed, as well as "other passive facilities/amenities such as a Tot Lot".

Prior to the construction of the current amenities, a public meeting was held in October 2014 to discuss the design plans. The residents were not interested in an extensive boardwalk system, as originally proposed, and suggested an observation tower and/or playground be considered. Plans were modified to remove the additional length of boardwalk, but continued with the remaining amenities as proposed in an effort to open the park as soon as possible.

After the park opened, the intent was to first purse an observation deck/tower, to be followed in the future by the addition of a playground. However, in November 2016, plans for the deck were released for bid, but the cost to construct the feature proved to be cost prohibitive. Options were analyzed to make the tower more affordable such as reducing the 9-foot height, but with the surrounding vegetative growth a height reduction to bring costs in-line would have rendered the construction pointless with no new visual vantage points for visitors. Other cost-reducing options such as removing ramps were in conflict with ADA requirements and regulations, so those were not feasible for implementation. Ultimately, all bids were rejected.

Within the existing budget, options for constructing the additional playground amenity were developed. As required by FCT, a final report will be provided to the Board once the playground is complete and the Land Management Plan (LMP) has been updated. As discussed with FCT staff, while the observation deck/overlook was a "proposed" feature, the updated plan can be revised to remove this language contingent upon final review and acceptance by FCT. The update of the LMP requires Board approval prior to submittal to the FCT.

Analysis:

County Parks and Recreation staff engaged Registe, Sliger Engineering and Wood & Partners to assist in designing a suitable playground for Okeeheepkee Prairie Park. Given the passive nature of this park, a conceptual nature-based playground design was pursued.

Title: Status Report on Okeeheepkee Prairie Park

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Nature-based playgrounds are a growing trend around the country, and this would be the County's first such amenity. These types of playgrounds work particularly well in passive parks that are typically already constructed to provide environmental benefits, open green space, natural landscaping, and passive recreational opportunities such as bird watching, hiking and biking. Nature-based playgrounds seek to incorporate rocks and logs and hills, and some research suggests that it encourages children to be more imaginative during play.

The conceptual design, as proposed by Wood & Partners, includes climbing elements of the playground constructed of timberforms and a linear artificial turf, rolling hill offering a free-play/green space component. The design also includes a rainmaker providing an element of sound and interpretive signage on the importance/characteristics of nature-based play. This concept can be achieved within the existing budget and is projected to be installed and open for use by January 2019. Once open, the playground is intended to complete the array of amenities offered at this site.

Options:

- 1. Approve the status report on Okeeheepkee Prairie Park.
- 2. Do not approve the status report on Okeeheepkee Prairie Park
- 3. Board direction.

Recommendation:

Option #1.

Leon County Board of County Commissioners

Notes for Agenda Item #21

Leon County Board of County Commissioners

Agenda Item #21

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Negotiate with Waste Management, Inc. for Solid Waste

Hauling and Disposal Services

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

Statement of Issue:

This item seeks Board consideration for the County to negotiate new terms for a contract extension with Waste Management, Inc. for the hauling and disposal of waste in order to ensure the long-term disposal of solid waste at the most competitive price.

Fiscal Impact:

This item has a fiscal impact. If a revised contract extension is approved, the hauling and disposal contract would increase from the current \$25.00/ton to an estimated \$33.40/ton, an increase of 5.6% per year over the next six years. In comparison to todays' market rates this would still be by far the lowest rate being paid in the entire region. The tipping fee at the Transfer Station would be increased to pay for the contract amendment.

Staff Recommendation:

Option #1: Authorize the County Administrator to negotiate a contract extension to the Hauling and Disposal contract with Waste Management, Inc., in a form approved by the County Attorney, based on the terms outlined in this agenda item, and

bring back to the Board a final contract for consideration.

Option #2: Prepare a budget discussion that may consider increasing the solid waste non-ad

valorem assessment to pay for the increased cost and to reduce or eliminate the

existing general revenue subsidy to the Solid Waste Fund.

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Report and Discussion

Background:

This item seeks Board consideration for the County to negotiate new terms for a contract extension with Waste Management, Inc. (WMI) for the hauling and disposal of waste from the Transfer Station to the Spring Hill Landfill in order to ensure the long-term disposal of solid waste at the most competitive price.

With the construction and opening of the transfer station in 1998, the County entered into an agreement with WMI for the hauling and disposal of waste to the Springhill Landfill. The initial term of the contract was for a ten-year period with optional five-year term renewals. Under the terms of the contract with Waste Management, the County owns and operates the transfer station, while WMI transports the waste for disposal at the Springhill Landfill. The contract does not require a minimum amount of waste to be provided and allows the County to divert any waste for the purposes of recycling or any other environmental benefits.

Since the opening of the Transfer Station, the WMI contract for hauling and disposal has been paid for in two ways: 1) through tipping fees collected at the transfer station on a per tonnage basis and 2) the County's \$40 non-ad valorem assessment for residential properties in the unincorporated area set in 1994. The current tipping fee was established via resolution by the Board and in addition to paying Waste Management, pays for the cost of operating and maintaining the transfer station as well as the County's hazardous waste management disposal program. The resolution authorizes the Transfer Station fee to be adjusted annually for changes in the hauling and disposal contract, as well as, the cost of operations. The current tip fee at the transfer station is \$38.80 per ton, of which \$25.00 per ton is paid to Waste Management under the terms of the existing contract.

For the unincorporated area, waste is brought to the transfer station in two ways 1) by Waste Pro from its curbside unincorporated residential collection accounts and 2) the County brings waste from the rural waste collection centers. The County does not pay a tipping fee, as the County pays for the disposal of this waste by levying an annual \$40 non-ad valorem assessment on the tax bill and a general revenue transfer. To pay for the increased cost, the transfer can be adjusted accordingly as part of the annual budget process, or as discussed later in the item, an increase in the non-ad valorem assessment could be considered. For commercial accounts, Waste Pro charges based on the frequency of pick-up and the size of the container; Waste Pro would need to determine if their existing fees can pay for the increased costs or if they would need to increase their rates.

For the City of Tallahassee, waste is brought to the transfer station by the City for both residential and commercial accounts. The City pays the County the tipping fee for all City waste brought to the transfer station. To pay the County Transfer Station tipping fee and the City collection costs, the City of Tallahassee assesses residential customers a monthly fee on their utility bill and charges commercial accounts based on frequency of pick-up and the size of the container. Like the County, the City will need to determine how to pay for any increased cost

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which the City may be able to accomplish through the use of existing resources, through rate increases or a combination of both.

After the initial ten-year period, the County and WMI have entered into two successive five-year renewals. For the second five-year renewal, in 2013, the County successfully renegotiated with WMI to reduce the per-ton fee by 10%. At that time, the per-ton rate was reduced from \$26.69 to \$24.04, resulting in an annual savings of \$435,000 collectively between the City and County. The City's waste comprises over 70% of the material received at the Transfer Station, and received the majority of the savings.

Pursuant to the contract, the County is required to notify WMI of the County's intent to renew 180 days prior to the end of any term. Based on the current term, the County had until November 1, 2017 to notify WMI of its intent to renew the contract for an additional five-year term (May 1, 2018 – April 30, 2023). As recommended by staff, at the September 20, 2017 meeting, the Board approved notifying WMI of the County's request to renew. Notification was sent to WMI within the required contract time frames.

Due to escalating costs to operate the Springhill Landfill, approximately six months after receipt of the County's notice of renewal, WMI requested to enter into negotiations to renew the disposal contract at an increased rate due to substantial cost increases (Attachment #1). WMI indicated that without an increase in the rate, they would be unable to continue servicing the contract and would terminate the agreement in six months. The County Attorney has concluded, however, that under the terms of contract, the County did provide the proper renewal notice to WMI. Correspondingly, the County Attorney has stated that WMI did not timely notice the County of WMI's desire to renegotiate. As a result, the County Attorney contends that the current terms of the contract remain in effect for the remainder of the agreement April 30, 2023 (Attachment #2).

However, in the best interest of the County, the County Administrator and County Attorney recommend working with WMI to negotiate terms that are mutually beneficial to both parties in order to resolve the matter out of court and in the interest of continuing to provide this essential service at the most competitive price to the community.

Analysis:

Under the terms of the existing agreement, the County pays \$25.00 per ton to WMI for the hauling and disposal of waste from the transfer station to the Springhill Landfill. As described in more detail later in the analysis section, this rate is substantially lower than all other regional landfills and the rate charged by WMI to other customers disposing of waste at the Springhill Landfill. However, prior to considering renegotiating with WMI, a thorough analysis of alternatives was conducted to ensure the County continues to provide for the long-term disposal of waste in the most efficient and cost effective manner.

The Florida statewide average landfill fee is \$54.67/ton (excluding hauling costs) compared to the \$25.00/ton (including hauling costs) that Leon County currently pays. In the region, in

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addition to Springhill, there are three alternative landfills. All three landfills are owned and operated by local governments. County staff contacted and had preliminary discussions with all three landfill operators. All three landfills expressed an interest in providing service to Leon County, but readily acknowledged Leon County has an extremely competitive agreement with WMI. Without entering into formal negotiations, Table 1 provides the current estimated cost (including the estimated hauling costs) to dispose of waste at each of the landfills. While more formal negotiations with any of these alternative landfills may produce lower costs than reflected in Table 1, it is not anticipated that rates and terms would be lowered enough to be competitive with WMI.

Table 1: Comparison to Regional Landfills			
	Fee/Ton*		
Leon County (current)	\$25.00		
Leon County (FY2024)	\$33.40		
Thomas County, GA	\$47.00		
Decatur County, GA	\$52.00		
Aucilla Regional Landfill (Greenville, FL)	\$52.00		
Florida Average Fee	\$54.67**		

Includes transportation costs.

As reflected in Table 2, Leon County's current rate also compares very favorably to other regional customers of WMI's Springhill Landfill.

Table 2: Comparison of Waste Management Springhill Landfill Customers		
Customers	Fee/Ton*	
Leon County (83.4 miles)	\$25.00	
Leon County (FY2024)	\$33.40	
Okaloosa (97.7 miles)	\$34.10	
Early County/Blakely, GA (52.9 mils)	\$35.40	
Seminole County, GA (44.7 miles)	\$38.00	
Dothan, AL (27.2 miles)	\$38.39	

^{*}Includes transportation costs. (Total distance to Springhill shown for each customer.)

According to WMI, Leon County is the largest customer of the Springhill Landfill and also pays the lowest rate. Though not reflected in Table #2, WMI indicted that Walton County currently

^{**}Source: Environmental Research & Education Foundation, "Analysis of Municipal Solid Wasted Tipping Fees, April 2018". Hauling cost not included.

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pays \$28.00/ton. However, Walton County has had an exclusive contract with WMI for over two decades. In addition to hauling and disposal, the contract also includes exclusive commercial and residential collection for the County. The contract has not been bid and all amendments are done through extensions to the existing agreement. In addition, Walton County's is closer to the Springhill Landfill (58 miles) compared to Leon County (83.4 miles) which therefore results in a lower transportation cost for Walton County.

In addition to negotiating with regional landfills, or negotiating directly with WMI, the County could consider competitively bidding for the hauling and disposal services. All three landfills listed in Table 1 have indicated that while they would be interested in disposing of Leon County waste, as they are owned and operated by local governments, they would not participate in a competitive bid process.

As an additional point of comparison, in 2017 Okaloosa County entered into a competitive procurement process for curbside collection, operations of their transfer station and for the hauling and disposal of solid waste. Including all of the services under one contract allows the provider to optimize their resources, reduce costs and offer competitive rates. In response to their procurement process, Okaloosa County received bids ranging from \$34.69/ton to \$53.21/ton for the hauling and disposal component. Ultimately, Okaloosa County entered into a contract with WMI and are currently paying \$34.10/per ton for hauling and disposal of waste to the Springhill Landfill. Prior to pursuing a competitive procurement process, WMI and Okaloosa County had been negotiating a contract extension at lower rates to Okaloosa County than were realized through the competitive procurement process.

As a result of the analysis, Leon County has had preliminary discussions with WMI on possible terms for an extension to the existing agreement. Directly negotiating with WMI provides the County the most favorable conditions to ensure the long-term disposal of solid waste at the most competitive price.

After extensive discussions with WMI over the past several months, terms for a possible contract extension include (Attachment #2):

- Though the proposed increases are reasonable, the current rate would remain in effect through September 30, 2019, which allows for any increases to be contemplated as part of the County (and City's) budget processes.
- An initial disposal term of contract is for 10 years, with one 10-year extension at the mutual consent of both parties. This extension ensures for the long-term disposal of solid waste and provides certainty for costs.
- The transportation/hauling term of the contract is for five years, with five-year extensions based on the mutual agreement of both parties. The transportation/hauling terms are separated due to Waste Management's third party agreement with a transport hauler and cannot guarantee these terms for ten years.

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- To provide initial budget certainty, the extension proposes set increases for the first three years of the contract. Beginning in year three, increased include inflationary adjustments:
 - October 1, 2018: No change to current price
 - October 1, 2019: \$2.50 increase (transportation/hauling increase)
 - October 1, 2020: \$2.50 increase
 - October 1, 2021: \$1.50 increase and Garbage and Trash CPI
 - Beginning October 1, 2022 through September 30, 2029: The rate would only increase by the Garbage and Trash CPI.
 - To protect against possible excessive inflation in the future, annual rate increases would be capped at no more than 7%. Correspondingly, to ensure WMI continues to cover operating cost increases, the contract provides for a minimum 2.0% increase annually.

Based on these terms and utilizing historic inflation trends, Leon County's October 1, 2023 hauling and disposal rate would be \$33.40. Over the next six-year period, the increase is approximately 5.6% per year. After October 1, 2022, the contract would increase by the Garbage and Trash CPI or approximately 2.0% per year based on historic trends.

Additionally the balance of the terms from the existing Agreement would remain in place, including, but not limited to:

- O Leon County is not required to provide a minimum level of annual tonnage. As the County continues to promote reuse and recycling, tonnages could decrease in the future. There is no penalty (i.e. increase in the per tonnage cost) if the amount of tonnage processed is reduced.
- O Leon County has the ability to divert waste for recycling and other environmental benefits. The County works closely with other regional partners (i.e. Marpan Recycling) to process recycled materials and increase the amount of material the County recycles. In addition, the County diverts yard debris to be processed separately as opposed to the yard debris being buried in a landfill.
- If the average annual cost of fuel exceeds the price of fuel from the original contract year, the County pays a fuel adjustment charge. As diesel prices have decreased over the past several years, this annual payment has also decreased.

The County's solid waste enterprise operations functions like a business, meaning fees are established to pay for the cost of operations. The majority of costs of the hauling and disposal contract are paid for by the Transfer Station tip fee. The County has an approved Transfer Station Fee resolution that authorizes the Transfer Station fee to be adjusted annually for changes in the hauling and disposal contract, as well, the cost of operations. The transfer station tip fee would therefore be adjusted annually to include the proposed increases.

Title: Authorization to Negotiate with Waste Management, Inc. for Solid Waste Hauling and

Disposal Services

December 11, 2018

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Excluding Marpan waste, the transfer station processes approximately 212,000 tons of solid waste annually which equates to a \$5.3 million payment to WMI. Of the 212,000 tons, the City of Tallahassee generates 141,000, the unincorporated area generates 27,000 and the balance is divided among large institutional contracts and Wakulla County. The City's larger amount is a result of the majority of the commercial accounts being located within the City. Table #3 reflects the estimated costs increases for the County and City.

Table 3: Estimated Annual Cost Impact of Proposed Contract Amendment				
	Estimated Rate Increase	County	City	
FY2019	No change	\$0	\$0	
FY2020	\$2.50 per ton	\$67,500	\$352,000	
FY2021	\$2.50 per ton	\$67,500	\$352,000	
FY2022	\$2.10 per ton	\$56,700	\$296,250	
FY2023	\$0.64 per ton	\$17,365	\$90,683	
FY2024 – FY29*	\$0.66 per ton	\$17,713	\$92,500	

^{*} Estimated based on projected inflation for garbage and trash at 2% per year. In FY 2024, the contract amendment would allow based on mutual agreement to adjust for increased costs associated with the hauling portion of the contract.

The County does not pay the tip fee at the Transfer Station, as the County currently pays for the disposal of this waste by levying an annual \$40 non-ad valorem assessment since 1994 on the tax bill on properties in the unincorporated and a general revenue transfer. As the non-ad valorem assessment does not cover these costs, so as to not raise the non-ad valorem assessment, the County subsidizes the solid waste fund with general revenues. To pay for the increased cost, the general revenue subsidy can be adjusted accordingly as part of the annual budget process, or an increase in the non-ad valorem assessment could be considered through a budget discussion item.

For commercial accounts in the unincorporated area, Waste Pro charges based on the frequency of pick-up and the size of the container; Waste Pro would need to determine if their existing fees can pay for the increased costs or if they would need to increase their rates.

For the City of Tallahassee, waste is brought to the transfer station by the City for both residential and commercial accounts. The City pays the County the tipping fee for all City waste brought to the transfer station. To pay the County Transfer Station tipping fee and the City collection costs, the City of Tallahassee assesses residential customers a monthly fee on their utility bill and charges commercial accounts based on frequency of pick-up and the size of the container. Like the County, the City will need to determine how to pay for any increased cost which the City may be able to accomplish through the use of existing resources, through rate increases or a combination of both.

In addition to customers that bring waste to the transfer station, Leon County's recycling partner, Marpan, also benefits from the hauling and disposal agreement. Any residual waste from Marpan's recycling facility is disposed of at the Springhill Landfill, under the terms and

Title: Authorization to Negotiate with Waste Management, Inc. for Solid Waste Hauling and Disposal Services

December 11, 2018

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conditions of the County and WMI's agreement. Therefore, Marpan will also be subject to any changes to the contract. Currently, Marpan is disposing of approximately 33,000 tons annually at the Springhill Landfill.

Given the critical nature of handling the community's waste in a reliable, cost effective, and environmentally safe manner, it is mutually beneficial for the County and WMI to seek a long-term solution that offers stability for both parties. Due to the favorable existing contract terms Leon County has with WMI and the limited alternative options to dispose of waste, pursuing a contract extension provides the most cost effective option for the County. The proposed terms of the contract extension still allow Leon County to have the lowest cost for hauling and disposal while eliminating the risk of increased costs and less favorable terms. As such, this item recommends formalizing a long-term contract extension based on the preliminary terms outlined in this agenda item. A final contract will be brought back to the Board for consideration.

By proceeding with any proposed contract changes now, this allows the County and City to contemplate any increases as part of next year's budget development process.

Options:

- 1. Authorize the County Administrator to negotiate a contract extension to the Hauling and Disposal contract with Waste Management, Inc., in a form approved by the County Attorney, based on the terms outlined in this agenda item and bring back a final contract to the Board for consideration.
- 2. Prepare a budget discussion that may consider increasing the solid waste non-ad valorem assessment to pay for the increased cost and to reduce or eliminate the existing general revenue subsidy to the Solid Waste Fund.
- 3. Take no action and authorize the County Attorney to defend any legal action if Waste Management, Inc. fails to perform under the terms of the existing five-year extension.
- 4. Authorize staff to enter into formal negotiations with regional landfills and provide an update to the Board on possible terms and conditions.
- 5. Authorize staff to conduct a competitive procurement of hauling and disposal services for waste processed at the transfer station.
- 6. Board direction.

Recommendation:

Options #1 and #2

Attachments:

- 1. May 21, 2018 Notification by Waste Management to renegotiate or terminate contract
- 2. June 20, 2018 County Attorney's letter in response to Waste Management notification
- 3. October 25, 2018 letter from Waste Management detailing final proposed terms for new contract

Strategically Positioned in Florida's Capital

SYAttachment #1
Page 1 of 3
Page 1 of 3

May 21, 2018

Via Certified U.S. Mail

Director Leon County Public Works Department 301 South Monroe Street Tallahassee, Florida 32301 MAY 25 2018 PM1:0 LC PUBLIC WORKS

Dear Sir,

This firm represents Waste Management of Leon County, Inc. ("Waste Management") regarding the Agreement for Solid Waste Management Services between Waste Management and Leon County ("the County") dated November 19, 1998.

The AGREEMENT was renewed by agreement of the parties in 2008, 2013 and the County now seeks to renew the agreement unilaterally in 2018. Waste Management would like to renew the agreement, but on different terms that would be mutually agreeable to both parties. It is my understanding that the County is insisting on renewing the agreement on the terms agreed to in 1998 without modification and asserts that it is the only party to the contract that can either renew, renegotiate or terminate the contract.

The contract provisions regarding the initial term and renewal of the contract are found in Article 8. Article 8 states:

"At the end of each Term, the **Board** shall have the right, in its **sole** discretion, to renew, renegotiate, or terminate this Agreement. The Board shall provide at least 180 days Notice to the Contractor of its intention to renew, renegotiate, or terminate this Agreement at the expiration of the initial Term or any renewal Term. If the Board has not voted to renew this Agreement by the end of any Term, then this Agreement shall be terminated 180 days thereafter." (emphasis added)

There are no provisions within the contract for Waste Management to terminate the contract. According to the agreement, and the County's position, if the County elects to renew it, Waste Management would be bound by this contract in perpetuity. Because of that the term of this contract is indefinite and Letter to Director Leon County Public Works Department May 21, 2018 Page 2 of 3

MAY 25 2018 PM1:0 LC PUBLIC WORKS

contains no express provision as to duration, and it is my opinion that it is terminable at will by either party subject only to reasonable notice.

As early as 1929 Florida courts have held that "The general rule as repeatedly stated is that a contract for an indefinite period, which by its nature is not deemed to be perpetual, may be terminated at will on giving reasonable notice." Florida-Georgia Chem. Co. v. Nat'l Labs., Inc., 153 So. 2d 752, 754 (Fla. 1st DCA 1963)

The Supreme Court of Florida in City of Homestead v Beard recognized this principle when it stated:

The City cites cases which hold that a contract for an indefinite period, which by its nature is not deemed to be perpetual, may be terminated at will upon the giving of reasonable notice. Perri v. Byrd, 436 So.2d 359 (Fla. 1st DCA 1983); Sound City; Gulf Cities Gas Corp. v. Tangelo Park Serv. Co., 253 So.2d 744 (Fla. 4th DCA 1971); Florida-Georgia Chem. Co. v. National Labs. Inc., 153 So.2d 752 (Fla. 1st DCA 1963). However, these cases, and the cases upon which they were premised, involve either contracts in which the courts were unable to construe a period of duration from the circumstances surrounding the execution of the agreement and the parties would be obligated to perform in perpetuity or contracts in which there is a lack of mutuality of obligation or certainty of consideration.7 These contracts, by their inherent nature, implied that the parties intended some period of duration and, therefore, were considered terminable at will in the absence of an express provision to the contrary. City of Homestead v. Beard, 600 So. 2d 450, 453-54 (Fla. 1992)

The First District Court of Appeal repeated that principle in *Perri v Byrd* when it held:

"The general rule is that a contract which contains no express provision as to duration, or which is to remain in effect for an indefinite period of time, is not deemed to be perpetual, but instead may be terminated at will. The party terminating the contract, however, must give reasonable notice to the other party. 11 Fla.Jur.2d *Contracts* § 33 (1979). *Perri v. Byrd*, 436 So. 2d 359, 361 (Fla. 1st DCA 1983)

In addition to the forgoing the contract regarding termination is so lacking in mutuality of obligation that the renewal provision is unenforceable.

Letter to Director

Leon County Public Works Department

May 21, 2018

Page 3 of 3

MAY 25 2018 PM1:0

LC PUBLIC WORKS

Other jurisdictions have adopted similar interpretations holding that contracts of indefinite duration are contracts that are terminable at will. See *Jespersen v Minnesota Min. and Mfg. Co.* 183 Ill.2d 290 (Ill. 1998), *Zee Medical Distributor Association, Inc. v Zee Medical, Inc.* 80 Cal.App.4th 1 (Cal Court of Appeal 2000), *Trient Partners I Ltd. V Blockbuster Entertainment Corp.* 83 F.3d 704 (5th Cir 1996) and others.

The parties have already met regarding rates for the unilaterally renewed contract and the County took the position that it may insist on the unilateral renewal of the contract with 2008 rates. Waste Management is not prepared to provide the services in the contract using 10 year old rates and thus does not agree to the renewal of the contract.

Please accept this letter as formal notice that Waste Management will cease providing services pursuant to the Contract 180 days from your receipt of this letter. If, however, the County wishes to re-evaluate its position Waste Management is willing to work with the County to reach mutually agreeable rates and renewal terms of the agreement. I look forward to hearing from you regarding the renegotiation of the contract.

Donnelly

Sincerely,

Messer Caparello, P.A.

By Brennan Donnelly

CC:

Mr. Herb Thiele Leon County Attorney 301 South Monroe Street Tallahassee, Florida 32301

Ms. Janne Foster Senior Legal Counsel Waste Management of Leon County, Inc 1850 Parkway Place, suite 600 Marietta, Ga 30067



Leon County

Board of County Commissioners

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

June 20, 2018

County Attorney's Office Suite 202, 301 S. Monroe Street Tallahassee, Florida 32301 (850) 606-2500 Telephone (850) 606-2501 (Telefax)

Attachment #2 Page 1 of 2

Commissioners

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JIMBO JACKSON District 2 Vice Chairman

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JOHN E. DAILEY District 3

BRYAN DESLOGE District 4

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District 5

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At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE County Attorney

VIA CERTIFIED U.S. MAIL/RRR

Brennan Donnelly, Esq. Messer Caparello, P.A. 2618 Centennial Place Tallahassee, FL 32308

Re: Solid Waste Management Services Agreement (Agreement) with Waste Management of Leon County, Inc. (Waste Management)

Dear Mr. Donnelly:

The Leon County Attorney's Office has received a copy of your letter addressed to Leon County Public Works Department dated May 21, 2018 notifying Leon County (County) of Waste Management's intent to terminate the current Agreement.

The initial 1998 Agreement for solid waste management services was renewed on May 1, 2013 for a 5 year term and extended on May 1, 2018 for an additional 5 year term upon the County providing Waste Management with a notice of extension. The County extended the contract effective May 1, 2018 at the same terms as the renewal Agreement that was effective May 1, 2013.

Waste Management asserted in its letter that the term of the Agreement is indefinite and contains no provision as to duration so therefore it is terminable at will by either party. The County vehemently disagrees with the assertion that there is no definite term to this Agreement. The initial term of the agreement was for 10 years as provided in Article 8. The Agreement was most recently extended for a period of 5 years ending April 30, 2023. And before that the Agreement was renewed for 5 years which ended on April 30, 2018.

Although courts have held that a contract for indefinite period may be terminated at will upon reasonable notice, this is not the case here. This current Agreement for waste management services has a definite term of five years. The cases you cited are not applicable here because they relate to contracts that have no definite provision as to expiration or duration. The intent of the duration of the Agreement between the County and Waste Management can be determined here unlike the cases mentioned in your letter where a period of duration was not determinable. Had the County not provided to Waste Management a renewal notice in September 2017, this Agreement would have expired from its own terms on April 30, 2018 at the end of the then current 5 year renewal period.

Brennan Donnelly, Esq. June 20, 2018 Page 2 of 2

Article 8 of the original contract requires that renewal, renegotiation or termination notice be provided, by the County to Waste Management, at least 180 days prior to the expiration of the initial term or any renewals. There are no provisions in the Agreement requiring that Waste Management agree to the renewal or renegotiation of the Agreement. Waste Management could have opted not to renew upon receiving the County's notice of renewal last September 2017 by giving the County reciprocal notice, but did not. As such, the renewal Agreement became effective on May 1, 2018 and Waste Management is bound by that Agreement for the next 5 years.

The Agreement is silent as to Waste Management's right to terminate but the same termination notice requirements for the County may be applied to Waste Management. Proper notice to terminate the then current Agreement should have been received 180 days prior to the expiration of the renewal term that ended on April 30, 2018.

Waste Management did not provide proper notice of termination because the County did not received a notice of termination at least 180 days from receipt of the notice of renewal or 180 days prior to the expiration of the then current term. Its letter dated May 21, 2018 attempting to terminate the current agreement is invalid. If Waste Management ceases to provide services 180 days from the date of its letter, it would be in breach of contract.

The County is not opposed to working with Waste Management to renegotiate the terms of the current agreement that expires in April 2023. The County looks forwards to renegotiation as it is mutually beneficial for both parties to resolve this matter out of court.

Sincerely yours,

COUNTY ATTORNEY'S OFFICE

LEON COUNTY, FLORIDA

County Attorney

HWAT/KV/et

cc: Vincent S. Long, County Administrator

Alan Rosenzweig, Deputy County Administrator Tony Park, Director, Public Works Department

Janne Foster, Esq., Waste Management of Leon County Inc. Senior Legal Counsel

Katherine Vernet, Esq., Assistant County Attorney



Waste Management, Inc. of Florida 4945 Hwy. 273 Campbellton, FL 32426 850-263-1200 850-263-2721 Fax

October 25, 2018

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

Dear Alan:

We appreciate the opportunity to continue to work towards a mutually beneficial agreement for transportation and disposal with Leon County. Per our recent discussion, please find below our final proposal. I look forward to discussing the details with you at your earliest convenience.

A summary of our proposal below.

- Any CPI adjustments would be based on January 1 rolling 12 month averages
- No changes to fuel adjustment calculation
- No changes to any other terms and conditions, unless noted below
- Maximum annual increase capped at 7.0% with a floor of 2.0%
- October 1, 2019: \$2.50 increase, no CPI adjustment (Transporter Increase)
- October 1, 2020: \$2.50 increase, no CPI adjustment
- October 1, 2021: \$1.50 increase, 100% Garbage & Trash CPI
- October 1, 2022 through September 30, 2029 100% Garbage & Trash CPI
- Transportation (due to short term agreement with transporter):
 - 5-year term for transportation
 - One 5-year extension based on mutual agreement of both parties
- Disposal:
 - 10-year term with rate of \$15.50 in year 1
 - One 10-year extension based on mutual agreement of both parties

Waste Management, Inc. of Florida 4945 Hwy. 273 Campbellton, FL 32426 850-263-1200 850-263-2721 Fax

I look forward to hearing from you to discuss how we can finalize our negotiations in hopes of reaching a mutually agreed upon resolution.

Please feel free to contact me at 337-319-2298 or by email at ltalbot@wm.com.

Sincerely,

Leah Talbot

Area Manager - Public Sector

Leah Salbot

Cc: David Myhan, WM Area President

Janne Foster, WM legal counsel

Ronnie Bell, WM Public Sector Sales Representative

Leon County Board of County Commissioners

Notes for Agenda Item #22

Leon County Board of County Commissioners

Agenda Item #22

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W.A. Thiele, County Attorney

Title: Sale of Tourism Building at 106 E. Jefferson Street

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Scott Ross, Director, Office of Financial Stewardship Dan Rigo, Assistant County Attorney Michael Battle, Real Estate Specialist

Statement of Issue:

This item seeks the Board's approval to sell the Tourism Building at 106 E. Jefferson Street in order to use the proceeds to pay for the renovation of the historic Amtrak Building, thereby enabling the County to leverage the opportunity to relocate the Tourism Division to this location and the Office of Human Services and Community Partnerships to Cooperative Extension.

Fiscal Impact:

This item has a fiscal impact. The sale of the Tourism building will gross \$2,250,000. Net proceeds from the sale of the building would provide funding to make needed renovations to the historic Amtrak Building.

Staff Recommendation:

Option #1: Approve the sale of the Tourism Building a 106 E. Jefferson Street to Southern

Strategies Group for \$2,250,000 (Attachment #1), and authorize the Chairman/County Administrator to execute the County Deed and all other closing documents to complete the sale of the property in a form approved by the County

Attorney.

Option #2: Approve the Resolution and Budget Amendment appropriating the net proceeds

from the Sale of the Tourism Building in order to construct improvements to the Historic Amtrak Building where the Tourism Division will be permanently

located (Attachment #2).

Title: Sale of Tourism Building at 106 E. Jefferson Street

December 11, 2018

Page 2

Report and Discussion

Background:

At the June 19, 2018 Budget Workshop, the Board authorized the County Administrator to sell the Tourism Building for the purpose of relocating the Office of Human Services and Community Partnerships (HSCP) and the Division of Tourism (Attachment #3). As presented at the Workshop, the Tourism Division will permanently relocate to the Amtrak Building at 918 Railroad Avenue, upon completion of renovations, leveraging the proximity of the building to the community's most significant tourism assets including the Gaines Street corridor and hotels, Railroad Square Art Park, and the future Convention Center and hotel contemplated in FSU's Arena District Master Plan. Located between the two universities amid an abundance of cultural offerings, the Division of Tourism would be able to utilize the historic Amtrak Building to carry out several of the objectives (Goal 2, Objectives D-F) in the Tourism Strategic Plan, including strengthening its networking efforts with industry stakeholders and collaborating with economic development and education partners such as DOMI Ventures and the Dedman School of Hospitality.

As described in the budget discussion item approved by the Board, upon the sale of the Tourism Building the HSCP offices would be relocated to the Cooperative Extension facility at 615 Paul Russell Road to be colocated with the Cooperative Extension staff. This strategy also presents several advantages to enhance service delivery. The Southside location is closer and more accessible to the majority of HSCP's clients, has ample parking, and is located along four StarMetro bus routes. Additionally, many of the services provided by HSCP complement the programming provided by the Cooperative Extension and target a similar client base. The Cooperative Extension provides youth and adult nutrition education, financial education and tax preparation assistance, 4-H youth development and summer camp programs, and other services designed to serve families with limited resources.

Leon County purchased the Tourism Building in January 1999 for \$1,575,000. At the time of purchase the primary driver for the building's selection as a location was its proximity to the Capitol and Courthouse in order to establish a Visitor/Welcome Center. The financing for the purchase of the building was done through a 1999 capital improvement revenue bond and the portion of the bond related to the Tourism Building was paid in full in FY 2017. The building is four stories, approximately 8,800 square feet, and houses the Visitors/Welcome Center, Division of Tourism offices, and also leases space to the Downtown Improvement Authority (DIA). One of the floors is entirely dedicated for meetings, providing two distinct conference spaces for building tenants and occasional public use.

The proceeds from the sale of the building will provide funding to make needed renovations to the historic Amtrak Building, thereby enabling the County to leverage this unique opportunity to relocate the Tourism Division and HSCP offices, carry out the objectives in the adopted Tourism Strategic Plan as outlined above, and enhance service delivery. Following the sale of the building, the Tourism Division will be temporarily relocated to the Leon County Government Annex at 315 Calhoun Street while improvements are made to the Amtrak Building.

Title: Sale of Tourism Building at 106 E. Jefferson Street

December 11, 2018

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Analysis:

Following the July 11th ratification of the actions taken at the June 19th Budget Workshop authorizing the County Administrator to sell the Tourism Building, the County's commercial broker of record listed the Tourism Building for sale at a price of \$2,500,000 on July 26, 2018. On October 18, 2018 the County received an offer of \$2,250,000, and on October 29, 2018 the County Administrator accepted the offer by executing the sale and purchase agreement contingent on Board approval at the December 11, 2018 meeting (Attachment #1).

As part of the Sale Agreement, \$100,000 was placed in an escrow account and the buyer's 30 day due diligence period commenced on November 1, 2018. The Sale Agreement provides for a closing of the transaction no later than 120 days after the expiration of the due diligence period; however, the buyer may accelerate the closing deadline to a date no sooner than 30 days after providing such notice to the County.

Pursuant to the Real Estate Policy, as part of the sales process, two independent appraisals are required. Staff requested appraisals from Brown Bevis Real Estate Appraisers, Inc., and Ketcham Appraisal Group, Inc. Both appraisals provided for this location were \$2,250,000 million. The Real Estate Policy further requires that any sale of County-owned property in an amount greater than \$50,000 must be approved by the Board. Based on the appraisals, the offer to purchase the Tourism Building in the amount of \$2,250,000 is recommended for approval.

In summary, the property will need to be vacated no later than 120 days after approval of the sale or April, 10, 2019. As stated earlier, the buyer may accelerate the closing deadline to a date no sooner than 30 days after providing notice. In this case, if the buyer provides notice to accelerate the closing the day after Board approval of the sale, the property will need to be vacated by January 11, 2019. In discussions with the Broker, this later case is most likely to occur.

To accommodate the possibility of vacating the premises by January 11, 2019, Facilities Management is currently preparing space, and arranging the move of the Tourism Division for their temporary relocation to the Leon County Government Annex. The office will be located in suites on the second and fifth floors of the building.

Current planning suggests that the Tourism Division will be temporarily located at the Annex for two years. Prior to the Tourism Division relocating to the Amtrak Building, the Office of Human Services and Community Partnerships (HSCP) needs to be moved to their new location at the Cooperative Extension building on Paul Russell Road. Design work is underway to facilitate this move, which should be completed during FY 2019. After HSCP moves out of the Amtrak building, construction can commence for the permanent office for the Tourism Division.

In addition, the County has been leasing space in the current Tourism building on a month-tomonth basis to the Downtown Improvement Authority (DIA). The DIA was formally notified on November 9, 2018, that a Purchase Sale Agreement has been approved for the building and that if the sale was approved that they would need to vacate the premises no later than the date the Tourism Division needed to leave. The DIA has been looking for alternative space since the Title: Sale of Tourism Building at 106 E. Jefferson Street

December 11, 2018

Page 4

summer and understands that they will need to leave their current location upon sale of the building. The County's Real Estate Division will continue to keep the DIA abreast of the time they will need to vacate the premises, subsequent to receiving notification from the buyer of their intent to exercise their 30-day notice option.

Options:

- 1. Approve the sale of the Tourism Building at 106 E. Jefferson Street to Southern Strategies Group for \$2,250,000 (Attachment #1), and authorize the Chairman/County Administrator to execute the County Deed and all other closing documents to complete the sale of the property in a form approved by the County Attorney.
- 2. Approve the Resolution and Budget Amendment appropriating the net proceeds from the Sale of the Tourism Building in order to construct improvements to the Historic Amtrak Building where the Tourism Division will be permanently located (Attachment #2).
- 3. Do not approve the sale of the Tourism Building a 106 E. Jefferson Street to Southern Strategies Group for \$2,250,000.
- 4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

- 1. Purchase and Sale Agreement
- 2. Resolution and Budget Amendment
- 3. June 19, 2018 Budget Discussion Item regarding the sale of the Tourism Building

PURCHASE AND SALE AGREEMENT

(106 East Jefferson Street - Tourism Building)

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is made as of the "Effective Date" (as defined in Section 1.1 below), by and between **LEON COUNTY**, **FLORIDA**, a charter county and political subdivision of the State of Florida ("Seller"), and **SOUTHERN STRATEGY GROUP**, **INC.**, a Florida profit corporation ("Purchaser"), who, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

Article 1.

Effective Date; Agreement to Purchase and Sell.

- 1.1. <u>EFFECTIVE DATE</u>; <u>BOARD APPROVAL CONTINGENCY</u>. The effective date of this Agreement shall be the date upon which the last of the Seller and Purchaser (sometimes, collectively, the "Parties") executes the Agreement (the "Effective Date"); provided, however, that Seller's performance under this Agreement is contingent on approval of the Agreement by the Board of County Commissioners (the "Board"). Seller agrees to present this Agreement to the Board for consideration at its December 11, 2018 regular meeting, or as soon thereafter as reasonably possible if said meeting is unexpectedly cancelled.
- 1.2. <u>AGREEMENT</u>. Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, upon the terms and conditions set forth in this Agreement, that certain real property located at 106 East Jefferson Street, Tallahassee, Florida 32301, identified by the Leon County Property Appraiser as Parcel ID No. 2136251691465, and as more specifically described and depicted on Exhibit A attached hereto and made a part hereof, and all improvements thereon, if any, together with all easements, rights and uses now or hereafter belonging thereto (collectively the "Subject Property").

Article 2.

Purchase Price; Deposit; Financing; Appraisal.

- 2.1. <u>PURCHASE PRICE</u>. The purchase price for the Subject Property shall be TWO MILLION TWO HUNDRED FIFTYTHOUSAND and 00/100 DOLLARS (\$2,250,000.00) (the "Purchase Price"). The Purchase Price shall be paid via wire-transferred funds to the Closing Agent on the Closing Date, subject to the adjustments and prorations as set forth herein and reduced by the amount of the Deposit.
 - 2.1.1. <u>PERSONAL PROPERTY</u>. The purchase price does not include any items of personal property, and includes only the real property comprising the Subject Property.
- 2.2. <u>DEPOSIT</u>. No later than three (3) business days after the Effective Date this Agreement, Purchaser shall deliver to the Escrow Agent, as defined in Section 10.12 below, a deposit in an amount equal to ONE HUNDRED THOUSAND and 00/100 DOLLARS (\$100,000.00) (the "Deposit") to be held and disbursed in accordance with this Agreement.

Article 3.

Title.

- 3.1. <u>COUNTY DEED</u>. Seller shall convey marketable title to the Subject Property by County Deed pursuant to Section 125.411, Florida Statutes, subject only to property taxes for the year of Closing and any covenants, restrictions, agreements, and easements of record which do not create a Title Defect as defined in Section 3.3 below (the "Permitted Exceptions.").
- 3.2. <u>TITLE COMMITMENT</u>. During the Investigation Period, as defined below, Purchaser, at Purchaser's expense, may obtain a title insurance commitment for the Subject Property (the "Commitment"), with a copy to Seller, and upon Closing, an ALTA owner's policy of title insurance in the amount of the Purchase Price, for fee simple title to the Subject Property subject only to the Permitted Exceptions.

3.3. TITLE DEFECTS. Purchaser shall, prior to the expiration of the Investigation Period as defined below, deliver written notice to Seller of any matters of title or survey that Purchaser deems unacceptable (the "Title Defects"). Title shall be deemed acceptable to Purchaser if: (a) Purchaser fails to deliver notice of Title Defects within the time specified; or, (b) Purchaser delivers notice to Seller within the time specified, and Seller cures the Title Defects no later than ten (10) business days after receipt of Purchaser's notice (the "Curative Period"). Seller shall use best efforts to cure the Title Defects within the Curative Period and if the Title Defects are not cured within the Curative Period, Purchaser shall have five (5) business days after the end of the Curative Period to elect, by written notice to Seller, to: (i) terminate this Agreement, whereupon the Deposit shall be returned to Purchaser and this Agreement shall be of no further force and effect and the rights and obligations of the Parties shall terminate; or, (ii) extend the Curative Period for up to twenty (20) business days or for such longer period of time as may be agreed to by the Parties; or, (iii) accept title to the Subject Property subject to the existing Title Defects, provided that any monetary liens on the Subject Property, except real estate taxes and assessments not yet due and payable, will be paid in full by Seller at the Closing.

Article 4. Survey

4.1. <u>SURVEY</u>. During the Investigation Period as defined below, Purchaser, at Purchaser's expense, may obtain a survey of the Subject Property (the "Survey"), which Survey shall: (a) have been prepared by a licensed surveyor; (b) be certified to Purchaser, the Title Agent, the Title Company and any lender designated by Purchaser; (c) be sufficient for removal of the standard survey exception from any policies of title insurance to be issued pursuant to the Commitment; and (d) be in form and content acceptable to Purchaser and show all matters disclosed in the Commitment. If the Survey reveals encroachments onto the Subject Property from property of another, or that any remaining improvements upon the Subject Property encroach onto the property of another, such encroachments shall constitute a Title Defect as defined in Section 3.3 above without the need for Purchaser to give notice thereof.

Article 5. Representations and Warranties.

- 5.1. ACTUAL KNOWLEDGE; OPERATIVE DOCUMENTS. As used in this Article 5, the term "Actual Knowledge" shall mean: (a) with respect to the Purchaser, the current actual knowledge, without independent investigation of the person or persons directly charged with the task of completing the acquisition of the Subject Property by and on behalf of the Purchaser and (b), with respect to the Seller, the current actual knowledge of the person or persons directly charged by the Leon County Administrator with the management of the Subject Property by and on behalf of Seller; and (c) the term "Operative Documents" shall mean such documents as have been created, and are used in the governance of, the party to whom the term refers, and such documents shall include, as applicable, articles or certificate of incorporation, by-laws, resolutions, partnership agreements, operating agreements, declaration of trust and such other documents as may have been utilized to form or govern such party.
- 5.2. <u>SELLER</u>. Upon approval of this Agreement by the Board In addition to any other covenants, indemnities, warranties and representations made by Seller herein, Seller makes and agrees with Purchaser to the following representations and warranties, all of which are true and correct as to the matters set forth therein as of the date hereof and unless otherwise disclosed to Purchaser in writing shall be true and correct on the Closing Date, and all of which shall survive the Closing:
 - 5.2.1. <u>AUTHORITY</u>. Upon approval of this Agreement by the Board of County Commissioners, in accordance with Section 1.1 above, Seller will have the capacity, and all requisite actions will have been taken and approvals obtained by Seller to fully authorize and empower Seller, to consummate the transactions contemplated hereby. Seller shall furnish to Purchaser and Escrow Agent any documents reasonably requested by Purchaser or the Escrow Agent which evidence the capacity and authority of Seller (and the signatories acting on behalf of Seller) to consummate the transactions contemplated hereby.

- 5.2.2. NO CONFLICT. The authorization, execution and delivery of this Agreement and the consummation of the transactions contemplated hereby, will not, with or without the giving of notice or passage of time or both: (a) violate, conflict with or result in the breach of any terms or provisions of or require any notice, filing, registration or further consent, approval or authorization under: (i) the Operative Documents (defined in Section 5.1 above) by which the Seller is governed; or (ii) any statutes, laws, rules or regulations of any governmental body applicable to Seller, or its properties or assets; or (iii) any judgment, decree, writ, injunction, order or award of any arbitrator, court or governmental authority binding upon Seller or any of its respective properties or assets; or (iv) any instrument or agreement to which Seller or its properties may be bound or relating to or affecting all or any portion of the Subject Property; or (b) result in any lien, claim, encumbrance or restriction on the proceeds of the sale of all or any portion of the Subject Property or on any of the respective properties or assets of Seller.
- 5.2.3. <u>PENDING ACTIONS OR INVESTIGATIONS</u>. There are no actions, suits, proceedings, claims, orders, decrees or judgments affecting Seller, its business, prospects or conditions (financial or otherwise), or the Subject Property, or any portion thereof, or relating to or arising out of the ownership, management, operation, use or occupancy of the Subject Property or any portion thereof which are pending or have been prosecuted for a period of thirty (30) days or more or, to the Actual Knowledge of Seller are pending or have been prosecuted for less than thirty (30) days, in any court or by or before any federal, state, county or municipal department, commission, board, bureau or agency or other governmental instrumentality; and, to the Actual Knowledge of Seller, no such actions, suits, proceedings, claims, orders, decrees or judgments have been threatened or asserted. Seller is not a party to or subject to any judgment, writ, decree, injunction or order enjoining or restraining it from conducting any business in respect of the Subject Property, and, to the Actual Knowledge of Seller, no such judgment, writ, decree, injunction or order has been threatened or asserted. There are no outstanding unpaid judgments against Seller or the Subject Property.
- 5.2.4. <u>CONTRACTS</u>. Except as provided in this Section 5.2.4, there are no contracts, agreements or lease obligations outstanding which affect any portion of the Subject Property, and Seller is in the sole and exclusive possession of the Subject Property.
 - 5.2.4.1. <u>Tallahassee Downtown Improvement Authority Lease ("DIA")</u>. The DIA currently occupies approximately 325 square feet of office space as a month-to-month holdover tenant pursuant to a lease agreement that expired on June 30, 2016. Seller shall arrange for the DIA to have vacated the Subject Property on or before the Closing Date.
 - 5.2.4.2. <u>Party Wall Agreement</u>. The Subject Property is subject to that certain Party Wall Agreement dated May 28, 1981 and recorded at Book 996, Page 531, Official Records of Leon County, Florida.
- 5.2.5. <u>HAZARDOUS MATERIALS</u>. The Subject Property is in full compliance with all environmental laws, rules and regulations and none of the Subject Property has ever been used for the disposal of Hazardous Materials. Hazardous Materials means any substance, material, waste, gas or particular matter which is regulated by any local government authority, the State of Florida or the United States Government.
- 5.3. <u>PURCHASER</u>. In addition to any other covenants, indemnities, warranties and representations made by Purchaser herein, Purchaser makes and agrees with Seller to the following representations and warranties, all of which are true and correct as to the matters set forth therein as of the date hereof and unless otherwise disclosed in writing to Seller shall be true and correct on the Closing Date, and all of which shall survive the Closing:
 - 5.3.1. <u>AUTHORITY</u>. Purchaser has the capacity, and all requisite actions have been taken and approvals obtained by Purchaser to fully authorize and empower Purchaser, to execute this Agreement and consummate the transactions contemplated hereby. Purchaser shall furnish to Seller any documents

reasonably requested by Seller which evidences the capacity and authority of Purchaser (and the signatories acting on behalf of Purchaser) to consummate the transactions contemplated hereby.

- 5.3.2. NO CONFLICTS. The authorization, execution and delivery of this Agreement will not, with or without the giving of notice or passage of time or both: (a) violate, conflict with or result in the breach of any terms or provisions of or require any notice, filing, registration or further consent, approval or authorization under: (i) the Operative Documents by which Purchaser is governed; (ii) any statutes, laws, rules or regulations of any governmental body applicable to Purchaser, or its properties or assets; or (iii) any judgment, decree, writ, injunction, order or award of any arbitrator, court or governmental authority binding upon Purchaser or any of its respective properties or assets; or (iv) any instrument or agreement to which Purchaser or its properties may be bound; or (b) result in any lien, claim, encumbrance or restriction on the Subject Property or on any of the respective properties or assets of Purchaser.
- 5.4. EFFECT OF CHANGE IN REPRESENTATIONS. For the period from and including the Effective Date, as defined herein, and through the Closing Date, each of Seller and Purchaser shall be obligated to advise the other party, as applicable, of any change which renders any representation made by such party in this Agreement untrue or materially misleading. In the event that such notice is delivered from one party to the other, and if such circumstances as are set forth in such notice materially and adversely affect the rights and obligations of the party receiving such notice, the party receiving such notice shall have the option, at its election, to terminate this Agreement, and if so terminated by Purchaser, the Deposit shall be returned to Purchaser in accordance with the terms herein. If the circumstances that render a representation untrue or materially misleading have resulted from the willful acts or gross negligence of the party which gave the representation, then in addition to the termination rights set forth in the previous sentence, the party that receives notice of such change of circumstances shall have all rights available to it at law or in equity for a breach of this Agreement by the party that gave notice of such circumstances.

Article 6. Investigation Period.

- 6.1. TERM. The term of the "Investigation Period" shall commence on the Effective Date of this Agreement and shall continue for thirty (30) calendar days, expiring at 5:00 p.m. EST on the last day of such term; provided, however, that Purchaser may, in Purchaser's discretion, extend the Investigation Period for two (2) additional period of thirty (30) days (each extended term being an "Extension") in the event that Purchaser has not obtained any and all Approvals as are required for Purchaser's intended use and development of the Subject Property. In order for Purchaser to exercise an extension of the Investigation Period, Purchaser shall, prior to the end of the Investigation Period or any extension thereof, give notice to Seller of Purchaser's intent to exercise such Extension. If Purchaser elects to exercise both Extensions of the Investigation Period and has not obtained all Approvals prior to the end of the term of the Investigation Period, then, in such case, Purchaser and Seller may mutually agree to additional extensions of the Investigation Period in order for Purchaser to obtain such Approvals. The expiration of the Investigative Period may be at an earlier date if mutually agreed upon in writing by Seller and Purchaser.
- 6.2. <u>DOCUMENTS REQUEST</u>. No later than three (3) business days after Seller's receipt of Purchaser's written request, Seller shall deliver to Purchaser any requested surveys, environmental studies, audits, notices of violation, and other such information in Seller's possession. For each business day beyond such time period in which the Seller does not provide such documents, the Investigation Period shall be extended for one (1) business day.
- 6.3. <u>AS-IS PURCHASE</u>. Purchaser acknowledges and agrees to accept the Subject Property and any personal property in its as-is condition as existed on the Effective Date of this Agreement.
- 6.4. <u>RIGHT TO ENTER</u>. During the term of the Investigation Period, Purchaser shall have the right to enter the Subject Property to conduct tests including soil borings and inspect and investigate all aspects of the Subject Property to determine whether the Subject Property is satisfactory for Purchaser's intended use.

Purchaser agrees to indemnify Seller from any liability, costs or expense as a result of any damage caused by Purchaser in connection with the activities listed in this Section 6.4.

- 6.5. <u>RIGHT TO TERMINATE</u>. At any time prior to the expiration of the Investigation Period, or any extension thereof, if Purchaser, in Purchaser's sole discretion, determines through its inspections that the Subject Property is not satisfactory for Purchaser's intended use and development, or if Purchaser has not received all Approvals, Purchaser may terminate this Agreement upon delivery of written notice to Seller and Escrow Agent, in which case the Purchaser shall be entitled to a refund of the Deposit. In the event that Purchaser fails to affirmatively notify Seller and Escrow Agent of its satisfaction with the Subject Property prior to the expiration of the Investigation Period, Purchaser shall be deemed to be satisfied with its investigation of the Subject Property and the transaction shall proceed to Closing in accordance with this Agreement. If, however, Purchaser notifies Seller and Escrow Agent of its satisfaction with its investigation of the Subject Property in accordance with this Section 6.5, such notice shall not be deemed to constitute an approval of any title and/or survey issues to which Purchaser has objected but which have not yet been cured by Seller within the time period allowed under Section 3.3 above.
 - 6.5.1. <u>APPROVALS</u>. The term "Approvals" as used herein shall mean any and all licenses, permits, entitlements or other approvals (whether by governmental entities or otherwise) as are (i) required by Purchaser or by any third party in order for Purchaser to construct any and all structures or other improvements upon the Subject Property as desired by Purchaser in Purchaser's sole discretion, or (ii) necessary or desired by Purchaser for Purchaser to use the Subject Property in any manner required by or desired by Purchaser.

Article 7. Default.

- 7.1. <u>SELLER'S REMEDIES</u>. In the event of a default by Purchaser, Seller may waive Purchaser's default and proceed to consummate the transaction with Purchaser as contemplated herein. If Seller does not choose to waive Purchaser's default, Seller shall be entitled, as its sole remedy hereunder, to terminate this Agreement and retain any Deposit as liquidated damages or, if no Deposit has been delivered by Purchaser, to seek damages against Purchaser, and neither Seller nor any other person or party shall have any claim for specific performance, damages or otherwise against Purchaser.
- 7.2. <u>PURCHASER'S REMEDIES</u>. In the event of a default by Seller, Purchaser may waive Seller's default and proceed to consummate the transaction with Seller as contemplated herein. If Purchaser does not choose to waive Seller's default, Purchaser shall be entitled to either obtain specific performance of the terms and conditions hereof or may terminate this Agreement by written notice delivered to Seller and Escrow Agent at or prior to the Closing Date in which case Purchaser shall be entitled to a refund of any Deposit, and neither Purchaser nor any other person or party shall have any claim for specific performance, damages or otherwise against Seller.

Article 8. Closing.

8.1. <u>CLOSING DATE</u>. The closing of the transaction contemplated herein (the "Closing") shall take place at the Closing Agent's office, through the mail or similar overnight courier, or at such other time and place as may be agreed upon by the Parties, on a date no later than one hundred twenty (120) calendar days after the expiration of the Investigation Period set forth in section 6.1 above, unless modified by written agreement of the Parties (the "Closing Date"). However, upon written notice to Seller, Purchaser may, at Purchaser's discretion, accelerate the deadline for the Closing Date to a date no sooner than thirty (30) days after Purchaser's delivery of said notice informing Seller of the accelerated Closing Date.

8.2. <u>CLOSING REQUIREMENTS</u>. At the time of Closing and on the Closing Date:

- 8.2.1. Seller shall execute in recordable form and deliver to the Closing Agent a County Deed pursuant to <u>Fla. Stat.</u> 125.411, conveying marketable title to the Subject Property, free and clear of all liens and encumbrances and subject only to the Permitted Exceptions, to the extent set forth in Article 3 above.
- 8.2.2. Purchaser and Seller shall direct the Escrow Agent to pay any Deposit to Seller, Purchaser shall deliver via wire-transferred funds to the Closing Agent the Purchase Price, less the Deposit, adjusted as provided in this Agreement, whereupon the Closing of the transaction shall be consummated.
- 8.2.3. Seller shall have removed all improvements, all personal property, and all equipment from the Subject Property, and Seller shall deliver undisputed possession of the Subject Property to Purchaser, except as otherwise provided herein, and otherwise in the same or better condition as of the Effective Date of this Agreement.
- 8.2.4. If Seller is obligated to discharge any encumbrances at or prior to Closing and fails to do so, Purchaser may use the Purchase Price funds to satisfy the encumbrances.
- 8.2.5. Seller shall deliver to the Closing Agent an Owner's Affidavit of No Liens, an affidavit, in form acceptable to the Purchaser, certifying that the Seller is not a non-resident alien or foreign entity, such that the Seller and such interest holders are not subject to tax under the Foreign Investment and Real Property Tax Act of 1980, all in form satisfactory to the Title Company to remove from Purchaser's owner's title insurance policy any exception for claims for labor and materials, unpaid federal and state taxes arising from the sale, and unpaid real estate broker's commissions, and the Parties hereto shall execute and deliver any and all such other documents as are necessary or appropriate to effect and complete the Closing.
- 8.2.6. Seller shall assign all contracts and leases which Purchaser has agreed in writing shall survive the Closing.
- 8.2.7. Seller shall deliver to Purchaser any and all documentation as is reasonably required by Purchaser to convey to Purchaser (or confirm Purchaser's entitlement to) the Subject Property.
- 8.2.8. Purchaser shall have confirmed access to all utilities and other forms of infrastructure required by Purchaser for Purchaser's intended use and development of the Subject Property, and Purchaser shall have the confirmed availability and location of driveway(s) and access to such driveways which are satisfactory to Purchaser in Purchaser's sole discretion.
- 8.2.9. Seller and the Purchaser shall each deliver to the Closing Agent, Title Agent or Title Company, as the case may be, such other documents or instruments as may reasonably be required to close this transaction, including but not limited to an assignment of the Approvals, authority documentation, a closing statement, and any and all such other documents as may be required by the Closing Agent, Title Agent and/or Title Company in order for the Title Company to issue its policies of title insurance subject only to the Permitted Exceptions.

Article 9. Prorations and Adjustment; Closing Costs.

9.1. <u>CLOSING COSTS</u>. Any special assessments which are a lien upon the Subject Property on or prior to the Closing Date shall be paid by Seller. There shall be no proration of real estate taxes levied against the Subject Property, as the Parties acknowledge and agree that Seller is immune from taxes and, as such, no real estate taxes are currently due. All documentary stamp taxes and transfer taxes payable in connection with the conveyance of the Subject Property to Purchaser shall be paid by Purchaser. Any rents and other revenues, operating expenses, utility charges and other sums due to Seller shall be paid or retained, as the case may be, by Seller to the extent attributable to the period on or before the Closing Date and shall be paid or retained by

Purchaser to the extent attributable to the period on or after the Closing Date. The costs to record any Title Defects shall be paid by Seller. The costs to record the County Deed and the costs of any Survey and title charges shall be paid by Purchaser.

Article 10. Miscellaneous.

- 10.1. <u>CONTROLLING LAW</u>. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.
- 10.2. <u>COOPERATION</u>. Seller, if requested, and only in its capacity as owner of the Subject Property, shall join in the execution of all permits, applications, and other written requests or reports, including, but not limited to, zoning or site plan approval applications, plats, easements, tax or parcel splits and any other documents necessary for the Approvals, at no cost to Seller.
- 10.3. <u>CASUALTY AND CONDEMNATION</u>. If, prior to the Closing Date, Seller receives notice that any casualty occurred on the Subject Property or any governmental authority intends to commence or has commenced proceedings for the taking of any portion of the Subject Property by the exercise of any power of condemnation or eminent domain, Seller shall send notice thereof to Purchaser, which shall include all pertinent information relating thereto. Purchaser shall have the right to terminate this Agreement and receive a refund of the Deposit by notifying Seller in writing within thirty (30) calendar days following the date Purchaser receives notice of such occurrence. If Purchaser elects not to terminate, Seller shall, at Closing, assign to Purchaser the proceeds of the condemnation or insurance proceeds, as the case may be.
- 10.4. <u>BROKERS</u>. Purchaser and Seller each represent and warrant to the other that they have not had any direct or indirect dealings with any real estate brokers, salesman or agents in connection with the Subject Property and this transaction other than TALCOR Commercial Real Estate Services, Inc., ("Broker"), for which Seller shall pay to Broker at Closing a commission pursuant to a separate written agreement between Seller and Broker. Purchaser will pay and will defend and hold the Seller harmless from and against any and all finder's and/or broker's commissions, other than that of Broker, due or claimed to be due on account of this transaction and arising out of contracts made by or the acts of Purchaser. Seller will, to the extent allowable by law and without waiving its sovereign immunity, pay and defend and hold Purchaser harmless from and against any and all finder's and/or broker's commissions due or claimed to be due on account of this transaction and arising out of contracts made by or the acts of Seller.
- 10.5. <u>ENTIRE AGREEMENT</u>. This Agreement constitutes the entire agreement between the Parties with respect to this transaction and supersedes all prior agreements, written or oral, between Seller and Purchaser relating to the subject matter hereof. Any modification or amendment to this Agreement shall be effective only if in writing and executed by each of the Parties.
- 10.6. <u>ASSIGNMENT</u>. Neither Purchaser nor Seller may assign its rights and obligations under this Agreement without the prior written consent of the other party.

10.7. <u>NOTICES</u>. Any notice shall be deemed duly delivered if personally delivered or if mailed by certified mail, return receipt requested, or if sent via "overnight" courier service, or via facsimile transmission, as follows:

If to Seller: Leon C

Leon County, Florida

Division of Real Estate Management

310 S. Monroe St, Suite 202 Tallahassee, FL, 32301 Facsimile: (850) 606-5101

With copy delivered to:

Leon County Attorney's Office 301 S. Monroe St., Suite 202 Tallahassee, FL 32301 Facsimile: (850) 606-2501

If to Purchaser:

Southern Strategy Group, Inc.

Attention: Paul R. Bradshaw

123 S. Adams St. Tallahassee, FL 32301

Either party may change the information above by giving written notice as provided in this Section 10.7.

- 10.8. <u>BINDING</u>. The terms hereof shall be binding upon and shall inure to the benefit of the Parties hereto and their successors and assigns.
- 10.9. <u>PARAGRAPH HEADINGS</u>. The captions in this Agreement are inserted for convenience of reference and in no way define, describe or limit the scope or intent of the provisions of this Agreement.
- 10.10. <u>SURVIVAL AND BENEFIT</u>. Except as otherwise expressly provided herein, each agreement, representation, or warranty made in this Agreement by or on behalf of either party, or in any instruments delivered pursuant hereto or in connection herewith, shall survive the Closing and the consummation of the transaction provided for herein. The covenants, agreements and undertakings of each of the Parties hereto are made solely for the benefit of, and may be relied on only by the other party hereto, its successors and assigns, and are not made for the benefit of, nor may they be relied upon, by any other person whatsoever.
- 10.11. CONSTRUCTION. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the Parties, it being recognized that both Purchaser and Seller have contributed substantially and materially to the preparation and review of this Agreement.
- 10.12. ESCROW. Purchaser and Seller authorize Daniel E. Manausa to act as escrow agent (the "Escrow Agent") to receive funds and other items and, subject to clearance, disburse them in accordance with the terms of this Agreement. Escrow Agent will deposit all funds received in a non-interest bearing account. If Escrow Agent receives conflicting demands or has a good faith doubt as to Escrow Agent's duties or liabilities under this Agreement, Escrow Agent may: (a) hold the subject matter of the escrow until the Parties mutually agree to its disbursement or until issuance of a court order or decision of arbitrator determining the Parties' rights regarding the escrow; or (b) deposit the subject matter of the escrow with the Clerk of the Court having jurisdiction over the dispute. Upon notifying the Parties of such action, Escrow Agent shall be released from all liability except for the duty to account for items previously delivered out of escrow. In any suit or arbitration

in which Escrow Agent is made a party because of acting as agent hereunder or interpleads the subject matter of the escrow, Escrow Agent shall recover reasonable attorney's fees and costs, which fees and costs shall be paid from the escrowed funds or equivalent and charged and awarded as court or other costs in favor of the prevailing party. The Parties agree that Escrow Agent shall not be liable to any person for mis-delivery to Purchaser or Seller of escrowed items, unless the mis-delivery is due to Escrow Agent's willful breach of this Agreement or gross negligence. Agent shall have no authority to bind either Purchaser or Seller to any modification or amendment of this Agreement. Escrow Agent shall not be responsible for performing any due diligence or other investigation of the Property on behalf of either Purchaser or Seller, or for providing either party with professional advice with respect to any tax, engineering, construction or hazardous materials issues. The parties to this Agreement acknowledge that Escrow Agent is also furnishing legal advice to Purchaser in connection with this Agreement.

- 10.13. NO WAIVER. Neither the failure of either party to exercise any power given such party hereunder or to insist upon strict compliance by the other party with its obligations hereunder, or by custom or practice of the Parties at variance with the terms hereof shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.
- 10.14. RADON GAS DISCLOSURE. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.
- 10.15. COUNTERPART; ELECTRONIC SIGNATURE; FACSIMILE: A facsimile or electronically transmitted copy of this Agreement and any signatures hereon, shall be considered for all purposes as originals. This Agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]

[SIGNATURE PAGE FOLLOWS ON NEXT PAGE]

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by its duly authorized officer(s) as of the dates indicated below their respective signatures.

SOUTHERN STRATEGY GROUP, INC., a Purchaser Witnesses: Florida profit corporation (sign name) By: Paul R. Bradshaw Its President (sign name) Cavano (print name) Seller Witnesses: LEON COUNTY, ELORIDA (sign name) Vincent S. Long Its County Administrator Kosenzwe (print name) Date: 1, 201 . 1 (print name) ATTEST: Gwendolyn Marshall, Clerk of Court Approved as to Form: & Comptroller, Leon County, Florida Leon County Attorney's Office

[ACCEPTANCE BY ESCROW AGENT FOLLOWS ON NEXT PAGE]

Asst. County Patry

ACCEPTANCE BY ESCROW AGENT

The parties to this Agreement acknowledge that the law firm of Daniel E. Manausa has agreed to hold the Deposit in escrow as a convenience to Purchaser and Seller. The Escrow Agent shall disburse the Deposit in accordance with the terms of this Agreement. In the event the Escrow Agent is in doubt as to its duties hereunder, it may continue to hold the Deposit until the parties mutually agree to the disbursement thereof, or until a court of competent jurisdiction enters an order directing the Escrow Agent to disburse the Deposit. In the alternative, the Escrow Agent may place the Deposit in the registry of the Circuit Court of Leon County, Florida, whereupon the Escrow Agent shall be released from its obligations as Escrow Agent.

In the event the Escrow Agent is made or joined as a party to any lawsuit between Purchaser and Seller, or in the event the Escrow Agent interpleads the Deposit into the registry of the Court, the Escrow Agent shall be entitled to recover reasonable attorneys' fees and costs.

By signature below the Escrow Agent acknowledges receipt of Purchaser's Deposit of \$100,000.00. It shall be held in escrow pending disbursement according to the terms hereof.

ESCROW AGENT/TITLE COMPANY

Daniel E Manausa

Bv. A

Daniel E. Manausa

Dated signed:

Manausa Law Firm, P.A.

1701 Hermitage Boulevard

Suite 100

Tallahassee, FL 32308

Phone:

Address:

850-597-7616

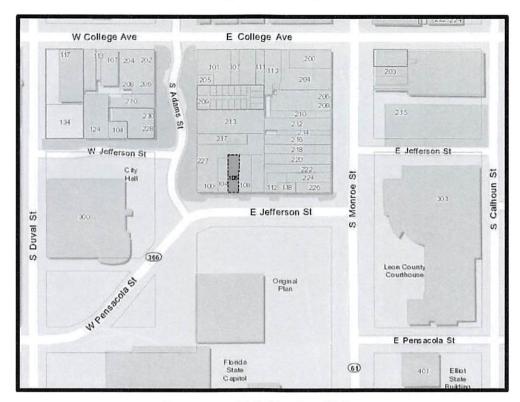
Facsimile:

850-893-7229

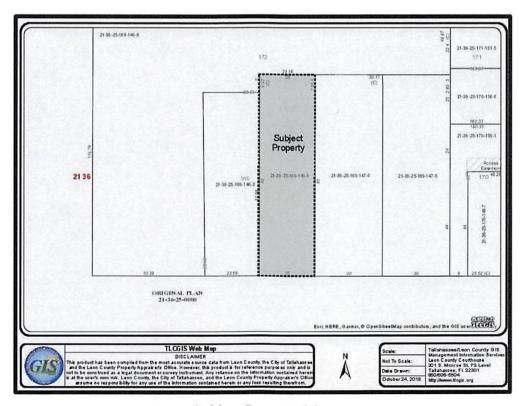
Email:

danny@manausalaw.com

Exhibit "A" Subject Property



Downtown Neighborhood Map



Subject Property Map

Exhibit "A" Page **1** of **2** Page **727** of 1028

Legal Description of Subject Property

All of that part of Lot 169 of the original Plan of City of Tallahassee, described as follows, to wit:

Begin 75 feet East of the Southwest corner of said lot, thence run North 85 feet, thence East 25 feet, thence South 85 feet, thence West 25 feet to the POINT OF BEGINNING.

Also that part of Lot 172 of the original Plan of City of Tallahassee, described as follows, to wit:

Begin 60 feet West of the Southeast corner of said Lot 172, thence run North 5 feet, thence West 25 feet, thence South 5 feet, thence East 25 feet to the POINT OF BEGINNING.

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 11th day of December, 2018.

	BY: Jimbo Jackson, Chairman Board of County Commissioners
ATTEST: Gwendolyn Marshall, Clerk of the Cou Leon County, Florida	art and Comptroller
BY:	
Approved as to Form: Leon County Attorney's Office	
BY: Herbert W. A. Thiele, Esq. County Attorney	

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Leon County Board of County Commissioners

Budget Discussion Item #4

June 19, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: FY 2019 – FY 2021 Leon County Division of Tourism Strategic Plan and

FY 2019 Funding Requests Including the Sale of the Tourism Building

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

Statement of Issue:

This budget discussion item seeks the Board's acceptance of the proposed FY 2019 – FY 2021 Strategic Plan for the Leon County Division of Tourism. The Tourism Strategic Plan serves as a blueprint to guide the activities of the Division of Tourism in alignment with the County's FY 2017 – FY 2021 Strategic Plan, providing a refreshed broad view of the destination for increasing visitation consistent with County priorities, economic goals, community desires, and industry needs. For the implementation of the proposed Plan, this item seeks Board approval to utilize Tourism fund balance in FY 2019 for initiatives identified through the LEADS Listening Sessions and strategic planning processes.

This budget discussion item also seeks Board authorization for the County Administrator to market for sale the Tourism Building for the purpose of relocating the Division of Tourism to the Amtrak Building, and utilize a portion of the proceeds from the sale to renovate the historic Amtrak property. To leverage efficiencies between departments, the Office of Human Services and Community Partnerships, currently located at the Amtrak Station, will be colocated with Cooperative Extension.

Fiscal Impact:

This item has a fiscal impact. Funds are available in the Division of Tourism fund balance to support the requested initiatives in the amount of \$720,000. Should the Board approve these expenditures, the remaining fund balance would be above the 15% minimum threshold in accordance with Policy No. 07-2.

Staff Recommendation:

See next page.

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Staff Recommendation:

- Option #1: Accept the proposed FY 2019 FY 2021 Tourism Strategic Plan (Attachment #1)
- Option #2: Approve the utilization of \$720,000 in Tourism fund balance to support the proposed FY 2019 FY 2021 Tourism Strategic Plan as outlined in this item.
- Option #3: Authorize the County Administrator to sell the Tourism Building for the purpose of relocating the Office of Human Services and Community Partnerships and the Division of Tourism as presented in this agenda item.

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Report and Discussion

Background:

This budget discussion item seeks the Board's acceptance of the proposed FY 2019 – FY 2021 Strategic Plan for the Leon County Division of Tourism (Attachment #1) and approval to utilize Tourism fund balance for initiatives in support of the Plan. Further, this budget discussion item also seeks Board authorization for the County Administrator to sell the Tourism Building and utilize a portion of the proceeds to renovate the historic Amtrak Building.

The proposed FY 2019 – FY 2021 Tourism Strategic Plan serves as a blueprint to guide the activities of the Leon County Division of Tourism and the Leon County Tourist Development Council (TDC) and is vital to strategically manage increasing visitation in a sustainable manner consistent with County priorities, economic goals, community desires, and industry needs. The Tourism Strategic Plan aligns with the County's Strategic Plan and cross-pollinates with other operational divisions in the County to provide a strategic framework from which tactical annual marketing plans can be developed. Given some of the planned projects and products that could reshape the visitor market in the coming years, the TDC recommended a condensed three-year Tourism Strategic Plan for FY2019 – FY 2021.

On December 12, 2017 the Board accepted a status report on the Division of Tourism's plans to secure a professional consultant with experience and expertise in developing strategic plans for government and not-for-profit destination marketing organizations (Attachment #2). The County hired DMOproz, a nationally recognized consulting firm for this project, to conduct online surveys, face-to-face interviews with community and governmental leaders and focus groups of industry stakeholders. Further, the Division blended the professional consultant's work plan with the timing of the County's LEADS Listening Sessions to maximize stakeholder input and perspectives on the community's strengths and aspirations, as well as the matters that need attention. Almost 300 points of view were registered in the intelligence-gathering portion of the strategic planning process led by Mr. Bill Geist, President of DMOproz and the principle consultant on this project, which yielded over 100 face-to-face participants and more than 190 responses to the online survey. This strong level of community input was invaluable for shaping the path forward with the proposed Strategic Plan.

In addition to the public input, the TDC held a special meeting on April 9, 2018 to discuss and prioritize the direction for the destination and the Division of Tourism as a destination marketing organization. The new three-year Tourism Strategic Plan aligns with the County's Strategic Plan and includes four overarching goals for the Division along with specific objectives and tactics to achieve each goal. The four goals are described in the analysis section of this agenda item.

On May 10, 2018 the proposed FY 2019 – FY 2021 Division of Tourism Strategic Plan was unanimously approved by the TDC. The Strategic Plan is will guide future discussions and actions of the Division of Tourism and the TDC to develop collaborative opportunities to enhance the impact of visitor spending in the region.

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Analysis:

Tallahassee/Leon County has enjoyed eight years of consecutive, record-breaking growth in visitation, visitor spending, job creation and the Tourism Development Tax (TDT) revenue paid by visitors. TDT revenues fully fund all tourism promotional activities, including the highest level (25% of collection) of cultural programming support in the state. The destination attracts leisure travelers (the largest audience segment) with a variety of offerings including outdoor recreation, history and heritage, arts and culture, adult and youth sports activities, college athletic events, major events and festivals and growing culinary and craft brew segments. The Florida Legislature, higher education, and relatively smaller meetings, conferences and conventions are all key drivers for business travel.

The proposed FY 2019 – FY 2021 Tourism Strategic Plan aligns with the County's FY 2017-FY 2021 Strategic Plan to create a synergistic blueprint that will continue to grow the region's visitor economy and enhance the quality of life for all residents of Leon County. Similar to the Board's process to review the County's Strategic Plan and outcomes each year, the TDC will conduct a similar annual review process for the new Tourism Strategic Plan.

FY 2019 – FY 2021 Tourism Strategic Plan Goals

The following presents the four overarching goals of the Tourism Strategic Plan, along with specific objectives and tactics to achieve each goal, and recommendations to utilize Tourism Fund Balance in support of the proposed Plan. The Plan will be used as a roadmap to guide the Tourism Division's future work on behalf of Leon County.

- 1. Advocate for Destination Enhancing Development Includes cross-pollenating with the Office of Economic Development, Blueprint 2020, the Airport, the universities, and the chambers of commerce to support public and private facilities that will grow and enhance the destination. Some of the projects currently underway or being planned include:
 - FSU Arena District and Convention Center (sales tax)
 - Airport Master Plan (sales tax)
 - Apalachee Regional Park Master Plan Implementation (TDT approved by Board)
 - New FAMU Football Stadium and Athletic Facility
 - Washington Square Development and Loews Hotel (supported by CRA)
 - The Cascades Park Redevelopment Project and Amphitheater Support Space (supported by CRA and TDT)
- 2. Enhance the Awareness, Interest, and Support of Leon County's Visitor Economy Includes increasing local marketing to both residents and the tourism industry on the economic and quality of life benefits of tourism. For residents this includes promoting new experiences (attractions, restaurants, hotels, etc.) and hidden gems to local media outlets, developing a series of videos, and a reimagined TOUR Guide program because more than 25% of visitors stay with friends and family. For the tourism industry this includes coordinating quarterly industry events to enhance communication and

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cooperation between industry partners, and increase direct engagement between staff and the industry to further cultivate partnerships in marketing the destination.

- 3. Enhance the Visitor Experience throughout Leon County Includes reexamining the most effective ways to personally deliver information through visitor information centers, developing a more robust destination-wide calendar of events, enhancing customer service and tourism product training opportunities for front line hotel and restaurant staff, and making the destination more welcoming and easier to navigate by increasing way-finding signage.
- 4. Analyze Opportunities to Increase the Marketing Budgetary Resources of the Leon County Division of Tourism/Visit Tallahassee Places an emphasis on ensuring that Tourism Development Tax (TDT) revenues are targeted toward the highest possible return on investment and that additional investments continue to be made in the marketing and sports sponsorship budgets.

FY 2019 Tourism Fund Balance & Recommendations

The following presents recommendations to utilize Tourism Fund Balance based on previous direction from the Board, initiatives recommended by the TDC, and opportunities identified through the LEADS Listening Sessions and strategic planning processes. Each of the following recommendations to utilize Tourism Fund Balance is included in the County's FY 2019 tentative budget and aligns with both the County's Strategic Plan and the proposed Tourism Strategic Plan.

- \$350,000 for the Apalachee Regional Park Master Plan, as previously approved by the Board, to support cross country improvements in preparation to host the 2021 NCAA National Championship.
- \$270,000 for additional advertising and marketing, aligning with the proposal Strategic Plan goal (Goal 4) of increasing marketing budgetary resources.
- \$50,000 to increase available funds to book national performers and concerts at the Amphitheater. The County currently budgets \$80,000 each year for performances. This increase will help support the County's five-year target of hosting 100,000 concert patrons at the Amphitheater by 2021.
- \$50,000 for wayfinding signage to welcome visitors to attractions, major parks and greenways, and commercial/activity districts as recommended in Goal 3, Objective C of the proposed Tourism Strategic Plan. The City currently provides annual funding to the Planning Department for the placement of wayfinding signage with an emphasis on downtown, Gaines Street, midtown, and the market district. TDT funds would provide additional wayfinding signage to direct visitors to important destinations including Innovation Park, the Mag Lab, and major County parks which host athletic competitions and events that attract visitors.

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The projected FY 2018 year-end fund balance for Tourism is anticipated to be over \$1.9 million. The FY 2019 funding recommendations from the Tourism Fund Balance totals \$720,000 leaving \$1.2 million in reserve. Should the Board approve the recommended expenditures utilizing Tourism fund balance, it would leave the remaining balance at 17%, which is above the 15% minimum threshold in accordance with Policy No. 07-2.

Sale of the Tourism Building

Beyond strategic planning, the County continuously explores ways to better execute our strategy by achieving multiple objectives through the optimization of existing resources. The sale of the Tourism Building and relocation of Tourism staff to the Amtrak building presents such an opportunity. As previously mentioned, staff is recommending the Board authorize the County Administrator to list the Tourism Building for sale, which will allow the County to relocate the offices of the Division of Tourism and the Office of Human Services and Community Partnerships (HSCP) to maximize strategic locational advantages. Once complete, the Tourism Division will permanently relocate to the Amtrak Building, leveraging the proximity of the building to the community's most significant tourism assets including the Gaines Street corridor and hotels, Railroad Square Art Park, and the future Convention Center and hotel contemplated in FSU's Arena District Master Plan. Located between the two universities amid an abundance of cultural offerings, the Division of Tourism would be able to utilize the historic Amtrak Building to carry out several of the objectives (Goal 2, Objectives D-F) in the proposed Strategic Plan including strengthening its networking efforts with industry partners and collaborating with economic development and education partners such as DOMI Ventures and Dedman School of Hospitality.

Staff is also exploring two options for the Division to maintain a long-term presence in the immediate downtown area and continue to personally deliver visitor information in high traffic as specified in the proposed Tourism Strategic Plan (Goal 3, Objective A). The first concept being explored is a partnership with the Florida Historic Capitol Museum for staff to colocate at the Welcome Center which sits atop of the Old Capitol steps. This would capture many of the civic tourists that travel to see the state Capitol and stop in the County's current Visitor/Welcome Center. Another concept is a colocation and/or kiosk at the Amphitheater Support Space being constructed by North American Properties as part of the Cascades Park Redevelopment Project. The Amphitheater Support Space is being constructed with TDT funds in partnership with the developer, the Community Redevelopment Agency, and the City of Tallahassee to include a ticket window for concert needs on the ground level which can also accommodate visitor information needs. Both of these options would offer high-traffic locations to provide visitor information and services, particularly on the weekends, as identified in the Strategic Plan.

Upon the sale of the Tourism Building, the HSCP offices would also be relocated to the Cooperative Extension facility, located at 615 Paul Russell Road, and would be colocated with Extension staff. This strategy also presents several advantages to enhance service delivery. The Southside location is closer and more accessible to the majority of HSCP's clients, has ample parking, and is located along four StarMetro bus routes. Additionally, many of the services provided by HSCP complement the programming provided by the Cooperative Extension and target a similar client base. The Cooperative Extension provides youth and adult nutrition

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education, financial education and tax preparation assistance, 4-H youth development and summer camp programs, and other services designed to serve families with limited resources.

Leon County purchased the Tourism Building in January 1999 for \$1,575,000. At the time of purchase the primary driver for the building's selection as a location was its proximity to the Capitol and Courthouse in order to establish a Visitor/Welcome Center. The financing for the purchase of the building was done through a 1999 capital improvement revenue bond and the portion of the bond related to the Tourism Building was paid in full in FY 2017. The building is four stories, approximately 8,800 square feet, and houses the Visitors/Welcome Center, Division of Tourism offices, and also leases space to the Downtown Improvement Authority (DIA). One of the floors is entirely dedicated for meetings, providing two distinct conference spaces for building tenants and occasional public use.

This building is located immediately adjacent to the Capitol Complex and is prime real estate for lobbying firms, state associations, or other organizations seeking a footprint close to the Capitol. The County's commercial real estate broker of record indicated that the property would list for \$2.5 million. Because the staff currently housed in the building could be located in another County facility, the building is not considered one of the County's core assets, as opposed to facilities like the Courthouse or Courthouse Annex. As such, keeping the building and leasing the space to lobbying firms or associations is not as attractive of an option as selling the property. Leasing the location would place the County in direct competition with a downtown market with tens of thousands of leasable square feet.

The proceeds from the sale of the building would provide more than enough funding to make needed renovations to the historic Amtrak Building, thereby enabling the County to leverage this unique opportunity to relocate the Tourism and HSCP offices, carry out the objectives in the proposed Tourism Strategic Plan as outlined above, and enhance service delivery. \$100,000 currently programmed for upgrades of the existing Tourism Building will instead be used for the preliminary design and architectural engineering plans to renovate the Amtrak building. Completion of the preliminary design and engineering plans with cost estimates will favorably position the County to seek grant leveraging opportunities for renovations to the Amtrak Building as it is recognized on the U.S. National Register of Historic Places. The remaining TDT proceeds from the sale could be directed toward a future investment which aligns with the proposed FY 2019 - FY 2021 Tourism Strategic Plan. The relocation of staff from both the Division of Tourism and the Office of Human Services and Community Partnerships would be contingent upon the sale of the Tourism Building. Following the sale of the building, the Tourism Division could be temporarily relocated to the Leon County Courthouse Annex while improvements are made to the Amtrak Building.

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Options:

- 1. Accept the proposed FY 2019 FY 2021 Tourism Strategic Plan (Attachment #1).
- 2. Approve the utilization of \$720,000 in Tourism fund balance to support the proposed FY 2019 FY 2021 Tourism Strategic Plan as outlined in this item.
- 3. Authorize the County Administrator to sell the Tourism Building for the purpose of relocating the Office of Human Services and Community Partnerships and the Division of Tourism as presented in this agenda item.
- 4. Do not accept the FY 2019 2021 Tourism Strategic Plan.
- 5. Board Direction.

Recommendation:

Options #1, #2, and #3.

Attachments:

- 1. Proposed FY 2019 FY 2021 Tourism Strategic Plan
- 2. December 12, 2017 status report agenda item

Leon County Board of County Commissioners

Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 2019 Insurance Coverages

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

Statement of Issue:

This item seeks Board approval for the placement of necessary insurance coverages for 2019.

Fiscal Impact:

This item has a fiscal impact. The overall cost of insurance premiums (exclusive of health) for 2019 will be \$1,545,253. This is a \$15,721, or 1.0% decrease over the 2018 expiring coverage. Funds are included in the FY 2019 budget to support this anticipated expenditure.

Staff Recommendation:

Option #1: Approve the 2019 insurance coverages and authorize the County Administrator to place insurance coverages for Property; Excess Workers' Compensation; and General Liability as specified in renewal Option 1 (Attachment #1, page 1).

- Property Insurance (total insured value \$369,068,037); Zurich: \$650,000
- Excess Workers' Compensation; Florida Municipal Insurance Trust: \$219,051
- General Liability (including Public Official; Employment Practices Liability; Excess Liability; Auto and Medical Malpractice): Travelers \$452,514 and Lloyds of London \$8,077
- Cyber Security; Chubb, \$14,696
- As the broker of record, authorize Brown & Brown to place Pollution; Accidental Death & Dismemberment; Crime; and Aviation Liability Coverages.

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Report and Discussion

Background:

This item seeks Board approval for 2019 insurance coverages (exclusive of health) for Property, General Liability and Excess Workers' Compensation.

On April 12, 2016, the Board approved the award of broker services to Brown and Brown of Florida, Inc. as Leon County's insurance broker for \$24,999 annually. Beginning in FY 2017, the process established a broker services agreement allowing the County's Broker of Record to place insurance coverage, for the next three years (with two one-year renewal options at the County's sole discretion).

As part of their services, Brown and Brown is required to provide quotes for all lines of insurance (e.g. property, general liability, pollution, aviation, exclusive of health insurance), including Excess Workers' Compensation. However, the County reserved the right to place coverage outside of the broker services agreement (e.g. trusts and pools) that do not require broker services.

Analysis:

The County purchases three main lines of insurance (property, general liability, and excess workers' compensation) and then a series of smaller coverages. Brown and Brown was required to obtain quotes from the County's current carriers for property and general liability (Zurich and Travelers, respectively) and at least two additional quotes (or proof of effort) for each line of coverage from A. M. Best "A+" XV rated carriers to ensure competitive pricing (Attachment #2).

The County's current coverages expire December 15, 2018. As part of the renewal process, staff acknowledges that the County's existing insurers (Zurich, Travelers, and the Florida Municipal Insurance Trust) are desirable and should be the minimum standard for any other bids that are considered. The Broker of Record sought quotes using the same deductibles and limits currently maintained by the County.

Prior to 2001, the County obtained its insurance coverages (exclusive of health insurance) through a competitive bid process. The result was that County purchased each line of insurance independent of the other (i.e. property separate from general liability, separate from automobile etc.) Each purchase had a fee or commission associated with it and; therefore, the County paid multiple fees or commissions. The initial broker services agreement entered into in 2011, and more recently in 2016, eliminated those multiple fees and commissions by paying a single service fee to a single broker for obtaining the necessary insurance.

The benefits to the County in using this approach are: 1) saving the County money through the competitive procurement of services, and 2) validating the current levels of insurance and agent/broker services are in the best interest of the County.

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Summary:

A discussion of the different categories of insurance and changes in premiums follows.

Property Insurance:

For 2019, property insurance quotes are limited to the incumbent carrier, Zurich, (Option #1), as a dedicated (non-shared), 100% total insured value product. Multiple other carriers were approached, and all declined to quote, based on the current Zurich pricing, terms and conditions. None of the other carriers are able to offer a program with the full limits or current Total Insured Value (TIV) for the County, which is \$369,068,037, at a rate comparable to Zurich. Due to the County's low claim rate, the Zurich quote is \$67,329 less than last year.

General/Public Official Liability and Automobile:

General Liability and Automobile quotes were obtained from the incumbent carrier, Travelers, with a minimum \$3,000,000 aggregate loss limit for General Liability (the limits of coverage for the policy period) and \$1,000,000 aggregate loss limit for Automobile. Multiple carriers were approached, but declined to provide quotes. The quotes were to include General Liability, Public Official Liability (including coverage for the Tactical Medical Program) and Automobile Liability, either packaged together or as separate line items. The Travelers options (Attachment #1) each offer zero dollar deductible for general liability and reduced deductibles for Public Official Liability and Automobile Liability (year three of a three-year rate guarantee). The premium increased by \$22,113 (4.89%) due primarily to an increase in exposure primarily involving the acquisition of additional vehicles/heavy equipment.

Workers Compensation:

The County maintains a self-insured retention of \$500,000 per claim for Workers' Compensation, and Excess insurance is triggered only when an individual claim exceeds this retention. The Florida Municipal Insurance Trust, who works in conjunction with the Florida Association of Counties Trust (FACT), was contacted directly by the County for purposes of soliciting a quote for Excess Workers' Compensation (Attachment #3). Through this process Leon County received three quotes for Excess Workers' Compensation: one via the League of Cities from the Florida Municipal Insurance Trust (\$219,051) and two options through the broker services agreement, both through a partnership with Great American Insurance and Colony Insurance (\$198,278 and \$225,899, respectively).

Brown & Brown is recommending that Leon County continue the Florida Municipal Insurance Trust (Option #1) for the Excess Workers Compensation coverage, even though the premium is \$20,773 more than for the lowest quote from Great American/Colony for two reasons: 1) Great American/Colony carries a lower premium but requires two insurance carriers to work together to provide what the current program offers, and 2) the Great American/Colony option has two clauses, a sunset and commutation, that allow the insurer to release liability after ten years. Florida Municipal Insurance Trust does not have a release from liability from any excess workers' compensation claim; therefore, reducing the County's long-term liability risk in workers' compensation claims.

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Cyber:

Due to continuing cyber security threats, cyber security insurance has been placed last year and continuing this coverage is recommended. This insurance provides up to \$1.0 million in coverage in case of a data breach. Such a breach would require notification to all persons or entities whose information in the County system was obtained. Maintaining the cyber coverage will allow the County to rely on the insurer to provide this notification. This would be especially beneficial if the breach includes credit card information.

This coverage also provides internet and media liability insurance (an entity posting to the County's account without permission) and protection against network extortion. Given the current hacking environment, data breaches are commonplace even among the most secure network systems. Leon County saw a minimal decline in the cyber policy premium by \$348.

Other insurance coverages

In addition to the large categories of coverage, the County is also insured for Pollution Liability, Accidental Death and Dismemberment, Crime (employee dishonesty), Aviation and Medical Malpractice. As part of the broker services agreement, Brown & Brown provides the County the best pricing for these categories and obtains the necessary coverages for the County as part of their services agreement.

Table 1 provides a summary of the expiring and renewing coverages with corresponding premiums. Insurance coverage for 2019 will decrease \$15,721 or 1.0%. Funds for an anticipated increase are included in the FY 2019 budget.

Table 1: Comparison of Expiring Insurance and Renewing Coverages with Corresponding Premiums Provided by Broker of Record

	2018	2019
Coverage Type	Expiring	Renewing
	Coverage Cost	Coverage Cost
Property	\$717,329	\$650,000
General Liability, Public	\$430,401	\$452,514
Official and Auto		
Med/Malpractice	\$8,535	\$8,077
Excess Workers' Comp	\$193,082	\$219,051
Third Party Admin.	\$55,875	\$55,875
Pollution	\$49,350	\$49,800
AD&D	\$ 3,000	\$7,500
AD&D – Law Enforcement	\$18,312	\$18,312
Aviation	\$39,022	\$38,348
Crime	\$6,025	\$6,081
Cyber Security	\$15,044	\$14,696
Broker Fee	\$24,999	\$24,999
Total	\$1,560,974	\$1,545,253

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Options:

- 1. Authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation, and General Liability as specified in Renewal Option 1 (Attachment #1, page 1):
 - Property Insurance (total insured value \$369,068,037); Zurich, \$650,000
 - Excess Workers' Compensation; American/Colony; \$219,051
 - General Liability (including Public Official, Employment Practices Liability; Excess Liability; Auto & Medical Malpractice); Travelers, \$452,514 and Lloyds of London, \$8.077
 - Cyber Security; Chubb, \$14,696
 - As the broker of record, authorize Brown & Brown to place pollution, accidental death and dismemberment, and aviation liability coverages.
- 2. Do not authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation and General Liability as specified in Option 1.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Summary of Options provided by Brown & Brown
- 2. Quotation Market Summary
- 3. Quotation Summary by Florida Municipal Insurance Trust

OPTION 1

			PROPOSED COVERAGES - 12/15/2018						
Coverage Description	Carriers	Limits	Deductible / SIR	Expirin	ng Premium	Renewal Pren	ium	Premium Difference	Percentage Difference
Property / Inland Marine	Zurich American Ins Co	TIV - \$369,135,827 Property - \$351,851,240 IM Equipment - \$17,284,587 Flood Limit to \$10,000,000 to Specifically Scheduled Locations \$5,000,000 Flood All Other Locations	Flood: Varies by Loc: \$25,000 Min. Named Storm: 2% Per Loc: \$25,000 Min. All Other Windstorm: \$25,000 Per Occ. Contractors Equipment: \$5k Per Occ All Other Perils: \$25k Per Occ	\$:	717,329.00	\$ 650,000	0.00	\$ (67,329.00)	-10.36%
General Liability / Employee Benefits / Public Entity Mgmt Liability / Public Entity EPLI Includes coverage for Tactical Medical Program Including Terrorism Automobile Liability & Auto Physical Damage Umbrella	The Phoenix Ins Co Travelers*	GL: \$1Mil/3Mil Auto: \$1Mil Umb: \$2Mil	GL: None EBL: \$1,000 Public Entity Mgmt Liability: \$15,000 Public Entity EPLI: \$15,000 Auto Liability BI & PD: \$5,000 Comp/Coll: \$1,000 Hired Auto Phys Damage: \$1,000 Umb: \$10k SIR	\$ 4	430,401.00	\$ 452,514	1.00	\$ 22,113.00	4.89%
Med/Malpractice - Dr. Kim Landry	Lloyds of London/Beazley CRC Insurance	\$1Mil/\$3Mil	\$2,500	\$	8,535.00	\$ 8,076	5.94	\$ (458.06)	-5.67%
Excess Workers' Comp	Florida Municipal Ins Trust	\$1,000,000	\$500,000	\$:	193,082.00	\$ 219,05	.00	\$ 25,969.00	11.86%
Third Party Admin.	TPA			\$	55,875.00	\$ 55,875	5.00	\$ -	0.00%
Pollution - Site / Tank (Terrorism Premium: \$2,350)	Illinois Union Ins Co Chubb	\$5Mil/\$7Mil Increase in Sq. Ft. of 8,176	\$10K Site/Varies Tank	\$	49,350.00	\$ 49,800	0.00	\$ 450.00	0.90%
AD&D - Court Mandated Work Program ** (Rate: \$3.00/Person) 17-18 Audit Premium Due: (from 1,910 ppl to 2,500 ppl) - \$4,500	ACE American Ins Co Chubb	\$250,000	\$0	\$	3,000.00	\$ 7,500	0.00	\$ 4,500.00	60.00%
AD&D - Law Enforcement 3-yr policy effective until 12/15/2019	Hartford Life & Accident Ins Co	In the line of duty - \$71,407 Unlawful & intentional Benefit - \$201,980		\$	18,312.00	\$ 18,312	2.00	\$ -	0.00%
Aircraft Liability & Hull Coverage Including War & Terrorism	QBE Ins Corp B&B Protector Plans	\$1,000,000	In Motion: 1% of Insured Hull Value Not in Motion: NIL	\$	39,022.00	\$ 38,348	3.00	\$ (674.00)	-1.76%
Crime 3-yr policy effective until 12/15/2021	Travelers Casualty & Surety Co	\$1,000,000	\$10,000	\$	6,025.00	\$ 6,08	.00	\$ 56.00	0.92%
Cyber Liability	ACE American Ins. Co.	\$2,000,000	\$25,000	\$	15,044.00	\$ 14,690	5.00	\$ (348.00)	-2.37%
Broker Fee	Brown & Brown			\$	24,999.00	\$ 24,999	0.00	\$ -	0.00%
Total				\$ 1.5	560,974.00	\$ 1,545,252	2.94	\$ (15,721.06)	-1.02%
**AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration	A loss ratio not exceeding No material change in exp If the conditions above are n		y anniversary date following the annual perior	d in whic	ch such cond	lition is not me	t.		

OPTION 2

			PROPOSED COVERAGES - 12/15/2018							
Coverage Description	Carriers	Limits	Deductible / SIR		Expiring Premium		Renewal Premium		emium ference	Percentage Difference
Property / Inland Marine	Zurich American Ins Co	TIV - \$369,135,827 Property - \$351,851,240 IM Equipment - \$17,284,587 Flood Limit to \$10,000,000 to Specifically Scheduled Locations \$5,000,000 Flood All Other Locations	Flood: Varies by Loc: \$25,000 Min. Named Storm: 2% Per Loc: \$25,000 Min. All Other Windstorm: \$25,000 Per Occ. Contractors Equipment: \$5k Per Occ All Other Perils: \$25k Per Occ	\$	717,329.00	\$	650,000.00	\$ (0	57,329.00)	-10.36%
General Liability / Employee Benefits / Public Entity Mgmt Liability / Public Entity EPLI Includes coverage for Tactical Medical Program Including Terrorism Automobile Liability & Auto Physical Damage Umbrella	The Phoenix Ins Co Travelers*	GL: \$1Mil/3Mil Auto: \$1Mil Umb: \$2Mil	GL: None EBL: \$1,000 Public Entity Mgmt Liability: \$15,000 Public Entity EPLI: \$15,000 Auto Liability BI & PD: \$5,000 Comp/Coll: \$1,000 Hired Auto Phys Damage: \$1,000 Umb: \$10k SIR	\$	430,401.00	\$	452,514.00	\$ 2	22,113.00	4.89%
Med/Malpractice - Dr. Kim Landry	Lloyds of London/Beazley CRC Insurance	\$1Mil/\$3Mil	\$2,500	\$	8,535.00	\$	8,076.94	\$	(458.06)	-5.67%
Excess Workers' Comp	Great American Ins. Co. Colony Ins. Co.	\$1,000,000	\$500,000 Great Am \$150,000 XS \$500,000 Colony - Statutory XS \$650,000	\$	193,082.00	\$	198,287.00	\$	5,205.00	2.62%
Third Party Admin.	TPA			\$	55,875.00	\$	55,875.00	\$	-	0.00%
Pollution - Site / Tank (Terrorism Premium: \$2,350)	Illinois Union Ins Co Chubb	\$5Mil/\$7Mil Increase in Sq. Ft. of 8,176	\$10K Site/Varies Tank	\$	49,350.00	\$	49,800.00	\$	450.00	0.90%
AD&D - Court Mandated Work Program ** (Rate: \$3.00/Person) 17-18 Audit Premium Due: (from 1,910 ppl to 2,500 ppl) - \$4,500	ACE American Ins Co Chubb	\$250,000	\$0	\$	3,000.00	\$	7,500.00	\$	4,500.00	60.00%
AD&D - Law Enforcement 3-yr policy effective until 12/15/2019	Hartford Life & Accident Ins Co	In the line of duty - \$71,407 Unlawful & intentional Benefit - \$201,980		\$	18,312.00	\$	18,312.00	\$	-	0.00%
Aircraft Liability & Hull Coverage Including War & Terrorism	QBE Ins Corp B&B Protector Plans	\$1,000,000	In Motion: 1% of Insured Hull Value Not in Motion: NIL	\$	39,022.00	\$	38,348.00	\$	(674.00)	-1.76%
Crime 3-yr policy effective until 12/15/2021	Travelers Casualty & Surety Co	\$1,000,000	\$10,000	\$	6,025.00	\$	6,081.00	\$	56.00	0.92%
Cyber Liability	ACE American Ins. Co. Chubb	\$2,000,000	\$25,000	\$	15,044.00	\$	14,696.00	\$	(348.00)	-2.37%
Broker Fee	Brown & Brown			\$	24,999.00	\$	24,999.00	\$	-	0.00%
Total				\$ 1	1,560,974.00	\$	1,524,488.94	\$ (3	36,485.06)	-2.39%
**AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration	A loss ratio not exceeding B. No material change in exp If the conditions above are it		or any anniversary date following the annual per	riod ir	n which such	cond	ition is not me	et.		

OPTION 3

			PROPOSED COVERAGES - 12/15/2018						
Coverage Description	Carriers	Limits	Deductible / SIR		Expiring Premium		Renewal Premium	Premium ifference	Percentage Difference
Property / Inland Marine	Zurich American Ins Co	TIV - \$369,135,827 Property - \$351,851,240 IM Equipment - \$17,284,587 Flood Limit to \$10,000,000 to Specifically Scheduled Locations \$5,000,000 Flood All Other Locations	Flood: Varies by Loc: \$25,000 Min. Other than Zones A/V Named Storm: 2% Per Loc: \$25,000 Min. All Other Windstorm: \$25,000 Per Occ. Contractors Equipment: \$5k Per Occ All Other Perils: \$25k Per Occ	\$	717,329.00	\$	650,000.00	\$ (67,329.00)	-10.36%
General Liability / Employee Benefits / Public Entity Mgmt Liability / Public Entity EPLI Includes coverage for Tactical Medical Program Including Terrorism Automobile Liability & Auto Physical Damage Umbrella	The Phoenix Ins Co Travelers*	GL: \$1Mil/3Mil Auto: \$1Mil Umb: \$2Mil	GL: None EBL: \$1,000 Public Entity Mgmt Liability: \$15,000 Public Entity EPLI: \$15,000 Auto Liability BI & PD: \$5,000 Comp/Coll: \$1,000 Hired Auto Phys Damage: \$1,000 Umb: \$10k SIR	\$	430,401.00	\$	452,514.00	\$ 22,113.00	4.89%
Med/Malpractice - Dr. Kim Landry	Lloyds of London/Beazley CRC Insurance	\$1Mil/\$3Mil	\$2,500	\$	8,535.00	\$	8,076.94	\$ (458.06)	-5.67%
Excess Workers' Comp	Great American Ins. Co. Colony Ins. Co.	\$1,000,000	\$400,000 Great Am \$250,000 XS \$400,000 Colony - Statutory XS \$650,000	\$	193,082.00	\$	225,899.00	\$ 32,817.00	14.53%
Third Party Admin.	TPA			\$	55,875.00	\$	55,875.00	\$ -	0.00%
Pollution - Site / Tank (Terrorism Premium: \$2,350)	Illinois Union Ins Co Chubb	\$5Mil/\$7Mil Increase in Sq. Ft. of 8,176	\$10K Site/Varies Tank	\$	49,350.00	\$	49,800.00	\$ 450.00	0.90%
AD&D - Court Mandated Work Program ** (Rate: \$3.00/Person) 17-18 Audit Premium Due: (from 1,910 ppl to 2,500 ppl) - \$4,500	ACE American Ins Co Chubb	\$250,000	\$0	\$	3,000.00	\$	7,500.00	\$ 4,500.00	60.00%
AD&D - Law Enforcement 3-yr policy effective until 12/15/2019	Hartford Life & Accident Ins Co	In the line of duty - \$71,407 Unlawful & intentional Benefit - \$201,980		\$	18,312.00	\$	18,312.00	\$ -	0.00%
Aircraft Liability & Hull Coverage Including War & Terrorism	QBE Ins Corp B&B Protector Plans	\$1,000,000	In Motion: 1% of Insured Hull Value Not in Motion: NIL	\$	39,022.00	\$	38,348.00	\$ (674.00)	-1.76%
Crime 3-yr policy effective until 12/15/2021	Travelers Casualty & Surety Co	\$1,000,000	\$10,000	\$	6,025.00	\$	6,081.00	\$ 56.00	0.92%
Cyber Liability	ACE American Ins. Co. Chubb	\$2,000,000	\$25,000	\$	15,044.00	\$	14,696.00	\$ (348.00)	-2.37%
Broker Fee	Brown & Brown			\$	24,999.00	\$	24,999.00	\$ -	0.00%
Total				\$:	1,560,974.00	\$:	1,552,100.94	\$ (8,873.06)	-0.57%
**AD&D - Work Program represents a deposit premium and is subject to audit at policy expiration	a. A loss ratio not exceeding b. No material change in exp If the conditions above are r		or any anniversary date following the annual period in which such	n cond	dition is not n	net.			

MARKET SUMMARY

MARKET:	LINE OF COVERAGE:	RESPONSE:
Preferred Governmental Insurance Trust (PGIT)	GL AUTO UMB WC	Declined – No Change in Rating or Underwriting Since Last Year. Not Competitive against current Travelers 3 Year Rate Guarantee
OneBeacon/Apex	GL AUTO UMB WC	Declined: Same Declination as PGIT. Not able to Compete with Current Guaranteed Rates
Colony Ins. Co./Apex	GL AUTO UMB WC	Declined: Same Declination as Above. Not able to Compete with Current Guaranteed Rates
Travelers Insurance Co.	Excess Workers' Compensation	Declined – Change in Underwriting, May be Able to Quote Next Year
New York Marine & General Ins. Co.	Excess Workers' Compensation	Declined – Need a \$1,500,000 SIR
Midwest Employers Ins. Co.	Excess Workers' Compensation	Declined – Not Competitive on SIR's at \$500,000.
Peachtree Special Risks	Property	-Only E & S carrier with the ability to provide the full limit of insurance would likely be AmRisc, and they would be doing it with backing from up to ten different carriers providing capacity. Based on other accounts of similar nature they would expect them to be .1720 on a rate with a 2% NS deductible. It would be ill advised for the insured to move from a single carrier admitted placement with a carrier like Zurich to an MGU multi carrier product like AmRisc at a similar rate. -Lexington would likely provide up to \$25MIL of capacity based on their current Corporate restructuring and updated guidelines

MARKET SUMMARY

MARKET:	LINE OF COVERAGE:	RESPONSE:
		-Most other E & S carriers would be limited to their CAT Capacity to
		somewhere between \$5MIL and \$20MIL depending on attachment point
Preferred Governmental Insurance Trust (PGIT)	Property	Declined – Unable to be competitive with Zurich terms and conditions
Travelers Insurance Co.	Property	Quoted – E & S paper, \$662,500 subject to 5% Wind/Hail Deductible with \$250,000 Minimum
Velocity	Property	Declined – Unable to provide Flood limits required
XL Catlin	Property	Can only offer a layer in a Quota Share arrangement on E & S paper



FLORIDA MUNICIPAL INSURANCE TRUST

RENEWAL QUOTE FOR 2018-2019

Leon County By and Through Its Board of County Commissioners FMIT 0675

CoverageDeductibleLimitPremiumWorkers' Compensation\$500,000Total PayrollExperience Modification1.0310/1/18\$96,491,712\$219,051TOTAL NET PREMIUM\$219,051

*Includes: Drug Free Credit: $\underline{\text{Yes}}$

Safety Credit: Yes

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

Leon County Board of County Commissioners

Notes for Agenda Item #24

Leon County Board of County Commissioners

Agenda Item #24

December 11, 2018

To: Honorable Chairman and Members of the Bhard

From: Vincent S. Long, County Administrator

Title: Engineering Services for Comprehensive Wastewater Treatment Facilities

Plan

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:	George Su, P.E., Sr. Design Engineer Theresa B. Heiker, P.E., Stormwater Management Coordinator

Statement of Issue:

This item seeks Board authorization for staff to negotiate the Engineering Services Fee with Jim Stidham & Associates (JSA) to evaluate alternative wastewater treatment technologies to complete the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) funded by the Blueprint Sales Tax Extension. The CWTFP is the initial project segment for the Alternative Sewer Solutions Study included in the Sales Tax Extension Interlocal Agreement which will provide recommended technologies, financing and management strategies, and an assessment of regulatory measures related to preferred sewage treatment and disposal systems in unincorporated Leon County.

Fiscal Impact:

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

Staff Recommendation:

Option #1: Authorize the negotiation of the engineering services fee with Jim Stidham &

Associates, and the next two ranked firms if necessary, for the Comprehensive Treatment Facilities Plan, and authorize the County Administrator to execute the

agreement (Attachment #1) in a form approved by the County Attorney.

Title: Engineering Services for the Comprehensive Wastewater Treatment Facilities Plan

December 11, 2018

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Report and Discussion

Background:

This item seeks the Board's authorization for staff to negotiate the Engineering Services Fee with Jim Stidham & Associates (JSA) to evaluate alternative wastewater treatment technologies and complete the CWTFP. The funding of \$500,000 was authorized by the Blueprint Intergovernmental Agency (IA) at the June 13, 2017 meeting. The IA recommended that the County implement the study due to the focus on the unincorporated area.

Based on the volume of feedback staff received on an initial draft of the scope of services for the CWTFP, the County Administrator directed staff to prepare an agenda item to include all of the input received on the scope of services for the Board's consideration to issue an RFP in order to allow for the widest participation from qualified vendors. The public input and resulting changes to the draft Request for Proposals (RFP) were incorporated into the December 12, 2017 agenda item to provide full transparency and clarity prior to issuing the RFP. Considering the additional public input provided at the Commission meeting, the Board directed staff to continue refining the RFP with interested stakeholders.

Following the December 12th Board meeting, staff made further revisions to the RFP and facilitated a public meeting on January 9, 2018 to gather feedback on the latest version. The final RFP for the CWTFP was presented and approved for advertisement by the Board at the January 23, 2018 meeting.

This CWTFP 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:
 - o Develop a septic tank replacement program. (2016-23A)
 - Evaluate requiring advanced wastewater treatment (AWT) for new construction.
 (2016-23B)
- Upgrade or eliminate 500 septic tanks in the PSPZ. (BG2)

These particular Strategic Initiatives align with the Board's Environment Strategic Priorities:

- (EN1) Protect the quality and supply of our water.
- (EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.

Title: Engineering Services for the Comprehensive Wastewater Treatment Facilities Plan

December 11, 2018

Page 3

Analysis:

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

The RFP for the CWTFP was electronically posted on July 27, 2018. Proposals were received from three firms on September 5, 2018 (Attachment #2). The three firms that submitted proposals were Lombardo Associates (LA), Kimley-Horn & Associates (KHA), and Jim Stidham & Associates (JSA).

The County's formal Proposal Review Process consists of two parts. The written proposals are first reviewed and ranked by the Evaluation Committee (Attachment #3). Through this review, the committee then develops a short list for interviews. At the conclusion of the interview process, a final ranking is determined by the Committee for recommendation to the Board.

The firms shortlisted for interviews were Lombardo Associates, Kimley-Horn & Associates, and Jim Stidham & Associates. Based on the final ranking after the interviews, the committee recommended Jim Stidham & Associates as the top ranked firm (Attachment #4). If the negotiations are unsuccessful with the top ranked firm, staff recommends that negotiations proceed with the next ranked firms of Kimley-Horn & Associates followed by Lombardo Associates.

Minority, Women, and Business Enterprise (MWBE) participation and Local Preference criteria were evaluated and scored by the Purchasing Division in the RFP Review Process. The RFP included an aggregate goal of 10% MWBE participation. Each of the three firms satisfied the Good Faith Effort requirements as outlined in the MWSBE Analysis Statement (Attachment #5). The top ranked firm, Jim Stidham & Associates, provided documentation showing 5% participation from a locally certified MWBE subcontractor. Their proposal also includes a subcontractor from out of market that could not be included in the MWBE scoring at the time of application. The firm is WBE certified through the Women's Business Enterprise National Council (WBENC), a national organization; however, no documentation was provided to support state certification as referenced in Jim Stidham & Associate's response. According to Jim Stidham & Associates, the subcontractor intends to seek MWBE certification with the County thereby meeting the 10% MWBE goal for this project. If awarded this project, staff encourages Jim Stidham & Associates to continue Good Faith efforts to meet 10% goal assigned to the project with a locally MWBE certified vendor.

Completion of the CWTFP, including the public input opportunities, is expected to take 12-18 months.

Title: Engineering Services for the Comprehensive Wastewater Treatment Facilities Plan

December 11, 2018

Page 4

Options:

- 1. Authorize the negotiation of the engineering services fee with Jim Stidham & Associates, and the next two ranked firms if necessary, for the Comprehensive Treatment Facilities Plan, and authorize the County Administrator to execute the agreement (Attachment #1) in a form approved by the County Attorney.
- 2. Do not authorize the negotiation of the engineering services fee for the Comprehensive Wastewater Treatment Facilities Plan.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Draft Agreement
- 2. Submittal Bid Tabulation Sheet
- 3. Recommended firms based on the technical proposal scores
- 4. Interview Final Ranking Summary Sheet
- 5. MWBE Analysis Statement

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 JIM STIDHAM & ASSOCIATES, 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 engineering services for the Comprehensive Wastewater Treatment Facilities Plan in accordance with: 1) Solicitation # BC-09-05-18-51 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

The Agreement shall be for a period of one (1) year, commencing on	, 20, and shall
continue until, 20 After the initial one (1) year period, at t	he sole option of the
County, this Agreement may be extended for no more than two additional one (1) ye	ar periods. Such one
(1) year extensions will be automatic unless the County provides written notice of	f non-renewal to the
Contractor no less than thirty (30) days prior to the expiration date of the then current	term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Pricing Information Sheet, Exhibit C, which is attached hereto.

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: Theresa Heiker/George Su Street Address: 2280 Miccosukee Road City, State, Zip Code: Tallahassee, Florida 32308

Telephone: 850-606-1500

E-mail: <u>heikert@leoncountyfl.gov</u> <u>sushin@leoncountyfl.gov</u>

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: Theresa Heiker

Street Address: 2280 Miccosukee Road City, State, Zip Code: Tallahassee, Florida 32308

Telephone: 850-606-1500

E-mail: heikert@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 with a \$2,000,000 annual aggregate.
 - 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 design 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.

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.
 - The Contractor's insurance coverage shall be primary insurance as respects the County, it

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

- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims 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 Tallahassee/Leon County Office of Economic Vitality's 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 Part B, Section 1 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 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oevforbusiness.org, LaTanya Raffington@oevforbusiness.org, or Shanea Wilks at swilks@oevforbusiness.org.

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(I)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

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-09-05-18-51

Exhibit B - Vendor's Response to Solicitation #BC-09-05-18-51

Exhibit C – Pricing Sheet (to be negotiated)

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

LEON COUNTY, FLORIDA

By:	Ву:
Vincent S. Long	
County Administrator	
	Printed
	Name
Date:	Title:
*	Date:
ATTEST:	
Gwendolyn Marshall, Clerk of the Court &	
Comptroller, Leon County, Florida	
BY:	
DATE:	

	ed as to Form: ounty Attorney's Office
BY:	
	Herbert W. A. Thiele, Esquire
	County Attorney
DATE:	



REQUEST FOR PROPOSALS

FOR

ENGINEERING SERVICES, COMPREHENSIVE WASTEWATER TREATMENT FACILITIES PLAN

PROPOSAL NUMBER BC-09-05-18-51

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

RFP Title: Request for Proposals for Engineering Services Comprehensive Wastewater Treatment Facilities Plan

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

I. INTRODUCTION

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

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

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 this project. All necessary work related to the completion of the Project is deemed included in this selection.

II. GENERAL INSTRUCTIONS

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

Proposal Number
Purchasing Division
1800-3 N. Blairstone Road
Tallahassee, FL 32308

<u>Proposal Copies</u>: **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.

B. <u>Schedule of Events</u>: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the 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/.

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Table 1 - Schedule of Events				
Date and Time (all eastern time)	Event			
July 27, 2018	Release of the RFP			
August 15, 2018 at 10:00 a.m.	MANDATORY PRE-PROPOSAL MEETING: Date and time a mandatory pre-proposal meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.			
Not later than:	QUESTIONS/INQUIRIES DEADLINE:			
August 17, 2018 at 5:00 p.m.	Date and time by which written questions and inquiries regarding the RFP must be received by the Leon County Purchasing Division via email submittal to Shelly Kelley at kelleys@leoncountyfl.gov and Geri Forslund at forslundg@leoncountyfl.gov Respondents are requested to send the e-mail to both representatives.			
Not later than:	OPENING DATE:			
September 5, 2018 at 2:00 p.m.	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			
Week of September 20, 2018	ANTICIPATED DATE FOR POSTING OF SHORT LIST			
Week of October 15, 2018	ANTICIPATED DATE FOR INTERVIEWS/PRESENTATIONS BY SHORT LIST			

C. <u>Pre-Proposal Meeting</u>: A Pre-Proposal Meeting will be held at the date, time and location identified in the Schedule of Events. Respondent's attendance at the Pre-Proposal Meeting is MANDATORY. The Pre-Proposal Meeting will be a public meeting that the public is invited to attend either physically in person. 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. Such questions shall be e-mailed to: Shelly Kelley at kelleys@leoncountyfl.gov and Geri Forslund at forslundg@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.

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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.

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

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

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

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

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.

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

- F. <u>Special Accommodation</u>: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- G. <u>Proposer Registration</u>: Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer through the Purchasing Division or online through DemandStar.com may cause your submittal to be rejected as non-responsive.
- H. 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.
- I. <u>Proposal Deadline</u>: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.
- J. Receipt and Opening of Vendor Responses: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: http://www.leoncountyfl.gov/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.

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- K. <u>Timely Delivery</u>: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE.' Late proposals may be returned unopened to the vendor.
- L. <u>Preparation Costs</u>: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- M. <u>Interviews</u>: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- N. <u>Preparation and Changes</u>: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. <u>Reservation of Rights:</u> The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. <u>Cancellation</u>: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. <u>Public Entity Crimes Statement</u>: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- R. <u>Certification Regarding Debarment, Suspension, and Other Responsibility Matters</u>: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. <u>Licenses and Registrations</u>: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a

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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.

- T. <u>Audits, Records, and Records Retention</u>: The Contractor shall agree:
 - To establish and maintain books, records, and documents (including electronic storage media)
 in accordance with generally accepted accounting procedures and practices, which sufficiently
 and properly reflect all revenues and expenditures of funds provided by the County under this
 contract.
 - 2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 - 3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
 - 4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
 - 5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - 6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
 - 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

RFP Title: Request for Proposals for Engineering Services Comprehensive Wastewater Treatment Facilities / Plan

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

TALLAHASSEE, FLORIDA 32308

PHONE: 850-606-1600

EMAIL: KELLEYS@LEONCOUNTYFL.GOV

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

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

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

X. Employment Eligibility Verification:

- 1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- 2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the

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effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.

- 3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- 4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- 5. Compliance with the terms of this <u>Employment Eligibility Verification</u> provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.
- Y. <u>Award of RFP and Protest</u>: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: http://www.leoncountyfl.gov/procurementconnect/ for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this

RFP Title: Request for Proposals for Engineering Services Comprehensive Wastewater Treatment Facilities Plan

Proposal Number: BC-09-05-18-51

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section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

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

- Z. <u>Errors and Omissions</u>: The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.
- AA. <u>Work:</u> 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.
- BB. <u>Terms and Conditions:</u> 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.
- CC. <u>Price Increase</u>: 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-bycase basis upon the written request of the contractor. All price increases shall be at the sole discretion of the County.

III. PROJECT BACKGROUND/SCOPE OF SERVICES

A. PROJECT BACKGROUND

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

The project goal is the reduction of nutrient loading from onsite sewage treatment and disposal systems (OSTDS) to groundwater and surface water bodies throughout unincorporated Leon County.

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OSTDS nutrient loadings in Leon County have been linked to surface water quality violations in the Upper Wakulla River, created by the discharge from Wakulla Springs in neighboring Wakulla County. The nutrient loadings are also a concern for surface waters in Leon County which are subject to Total Maximum Daily Loads (TMDLs) for exceeding state nutrient concentration limits.

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

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

1. State of Florida Activities

 a. "Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks – Wakulla Rivers Watershed" – 2002

The Northwest Florida Water Management District (District) evaluated the increasing concentrations of nitrogen discharged from Wakulla Springs since the 1970's. Following investigations of well and surface water quality throughout the contributing area to the Springs, a nutrient budget was developed. The report assumed that:

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

The report concluded that:

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

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b. Wakulla Springs Total Maximum Daily Load - 2012

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

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

- c. The "Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area" report prepared by the FDEP Groundwater Management Section in 2014 ("2014 NSILT") results are summarized in Table 1 below, excerpted in full from the report. The report identifies:
 - 1) Three zones of aquifer confinement (groundwater recharge areas) exist within Leon County which affect the attenuation of nitrate loading from surface inputs. These zones are unconfined, where nitrate loadings are multiplied by a higher weighting factor (0.9) than the semi-confined (0.4) or confined (0.1).
 - 2) Environmental attenuation factors are applied to the various loading sources to the UFA to reflect uptake by vegetation and soils. The wastewater attenuation factors range from 60 percent for wastewater treatment facilities to 40 percent for OSTDS. Additional information is provided in Table 1 below.
 - 3) Most OSTDS lie within the unconfined or semi-confined areas of the basin and have the lower attenuation factor.
 - 4) OSTDS are identified as the largest source of nitrogen loads to the UFA, after applying basin-wide attenuation and recharge factors, at 51 percent of the load.

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

	_									
			NITROGEN LOADING CATEGORIES (Inputs and Loads in kg/yr)							
		Confinement	Atmospheri	WWTFs	Septic	Farm	Urban	Livestoc	Sinking	Totals
			c Deposition		Tanks	Fertilize r	Fertilize r	k	Streams	
		Unconfined	339,424	54,219	195,871	2,831	27,470	54,348	46,140	720,303
		Semi-confined	263,138	12,546	246,395	102,117	111,705	69,368	N/A	805,268
UTS		Confined	358,313	7,143	173,198	455,837	87,029	215,230	N/A	1,296,750
STUGNI		Total Inputs (kg-N/yr)	960,875	73,907	615,463	560,784	226,204	338,946	46,140	2,822,321
NC		Attenuation Factors	90%	60%	40%	70%	80%	75%	20%	
ATIC	, _	Unconfined	33,942	21,688	117,522	849	4,945	13,587	36,912	229,995
TENUATION CTORS		Semi-confined	25,648	5,018	147,189	23,433	22,188	17,342	N/A	249,487
ATT	APP	Confined	32,262	2,759	100,839	102,391	16,837	52,460	N/A	350,572

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		Total After Attenuation (kg-N/yr)	91,853	29,465	365,550	126,672	44,519	83,389	36,912	752,997
S.		Recharge Factors								
CTORS		Unconfined (90%)	30,548	19,519	105,770	764	4,945	12,228	33,221	206,995
A A	Ī	Semi-confined (40%)	10,526	2,007	59,135	12,254	8,936	6,937	N/A	99,795
TO U	O	Confined (10%)	3,583	286	10,392	13,675	1,741	5,381	N/A	35,057
LOADS (RECHA	APPLIE	TOTAL LOADS TO UFA (kg-N/yr)	44,657	21,812	175,297	26,693	15,622	24,546	33,221	341,847

Source: 2014 Florida Department of Environmental Protection Report, Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area, Table 13, Page 30

- d. Upper Wakulla River Basin Management Action Plan (BMAP) 2015
 - Following adoption of the Upper Wakulla River TMDL, the FDEP started development of a BMAP to identify the necessary steps to restore the healthy biological system. The BMAP area encompasses 1,325 square miles within the state of Florida which contributes to the UFA discharging at Wakulla Springs. The BMAP area includes most of Leon County.
 - 2) The target nitrate concentration of 0.35 mg/L is applied to the Wakulla Main Tunnel discharge at the Edward Ball Wakulla Springs State Park. The FDEP and the NWFWMD monitor nitrate + nitrite levels at the discharge as part of the BMAP implementation. Data indicate a decrease from peak of 1.10 mg/L in October 2001 to 0.41 mg/L in June 2017.
 - 3) The BMAP established two Primary Focus Areas (PFAs) for the implementation of management strategies, accounting for a split groundwater flow between Wakulla Springs and the Spring Creek Springs group in Apalachee Bay. PFA 1 discharges to Wakulla Springs under both scenarios while PFA 2 discharges to Wakulla Springs only during the low flow conditions from Spring Creek Springs. PFA 1 includes both Leon and Wakulla counties while PFA 2 lies only in Wakulla county.
 - 4) The focus of the BMAP is reducing nitrate loadings from sources upgradient from Wakulla Springs as documented in the NSILT report. The target for reductions are anthropogenic sources, primarily WWTF and OSTDS. The City of Tallahassee, Talquin Electric Cooperative, the Leon County School Board and other independent entities operate WWTF within Leon County. Leon County government does not operate any WWTF.
 - 5) The BMAP includes a number of management strategies proposed by stakeholders to assist in achieving the necessary nitrate reductions. One of the strategies committed to by Leon County Government was construction of central sewers in the Primary Springs Protection Zone (PSPZ), subject to annual budget and appropriation, utilizing funds from the County's share of the 2020 Sales Tax Extension. Strategies focused on OSTDS management included:
 - i) a GIS inventory of all septic systems in Leon County (complete);
 - ii) revision to the septic tank ordinance to require repairs to have a minimum 24-inch separation between drainfield and seasonal high water table (complete); and
 - iii) amend the code of laws to require appropriate nitrogen reducing OSTDS for new construction in the PSPZ (not complete).
 - 6) The BMAP incorporates an OSTDS Initiative with the objective to "identify effective, financially feasible strategies to reduce existing loading and prevent future nutrient loading from OSTDS sources" to be described in an OSTDS Remediation Plan.

RFP Title: Request for Proposals for Engineering Services Comprehensive Wastewater Treatment Facilities Plan

Proposal Number: BC-09-05-18-51

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Strategies to be considered include connection of existing development to central sewer as described above, requirements for new development to connect to central sewer, the use of cluster systems, the use of alternative technologies recommended by FDOH's Nitrogen Reduction Study, educational strategies, or other strategies that may be appropriate. The Initiative is to consider the inventory and geographic distribution of OSTDS in the priority areas such as the Leon County PSPZ, including both existing systems and areas where future growth is expected. Leon County participated in the OSTDS Remediation Committee formed by the FDEP to provide input in the preparation of the Initiative, together with representatives of Wakulla County, the City of Tallahassee, Talquin Electric Cooperative (water and sewer utility) and other local stakeholders.

- 7) FDEP is required by statute to adopt a BMAP update and the OSTDS Remediation Plan by July 2018. A "Draft Revised Nitrogen Source Inventory and Loading Estimates for the Upper Wakulla BMAP Area" was released in November 2017 to assist in this effort. The Successful Contractor will be required to address adopted agency action as part of the Project Scope of Work.
- e. "Effects of Septic Systems in the Lake Jackson Watershed"

The Northwest Florida Water Management District (District) evaluated the Lake Jackson Watershed in 1999 following the identification of elevated fecal coliform levels in the lake during stormwater sampling events. The report (Water Resources Special Report 00-2) was published in November 2000. As Lake Jackson discharges directly into the Floridan Aquifer as a consequence of the karst features in the lake bottom, consideration was given regarding the impact to the surface water quality of the lake as well as the impact to the UFA. The District noted frequent disconnects of graywater sources from septic tanks as well as some failures of OSTDS. Final recommendations were for public education and monitoring of water quality for further degradation before considering installation of central sewer.

f. Florida Onsite Sewage Nitrogen Reduction Strategies Study

The Florida Department of Health (FDOH) was directed by the Florida Legislature in 2008 to contract for development of cost-effective nitrogen reduction strategies for OSTDS. The project, completed in December 2015, focused on the development of passive nitrogen reduction technologies, and the evaluation and prediction of the fate and transport of the OSTDS nitrogen. "Passive technology" was defined as using no mechanical components other than one effluent pump and using a reactive media, such as wood chips or sulfur, to reduce nitrogen concentrations. Pilot testing identified two-stage biofiltration as the most operationally simple, effective, and applicable system for prototype testing. The prototype testing results indicated an average 85% nitrogen reduction prior to discharge to the drainfield. The media used in the systems have a life expectancy of up to 50 years. The FDOH is scheduled to modify the departmental rule (Chapter 64E-6, F.A.C.) to incorporate passive technology. The successful contractor will be required to be familiar with the most current rule regarding alternative technologies.

g. Florida Legislative Activity – Chapter 2016-1

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

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

h. OSTDS Permitting Activities by FDOH Leon County Environmental Health Unit

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

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

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

Table 3: OSTDS Permits: January 2012 through December 2016								
Classificatio n	New	Existing New	Existing	Existing Modification	Repair	Existing Repair	Abandon -ment	TOTAL
Number	663	10	3	82	2,216	13	341	3,328

2. Leon County Activities

- a. The Tallahassee-Leon County Comprehensive Plan was first adopted in 1990.
 - 1) The Growth Management/Urban Services Area (USA) Objective 1.1 of the Land Use Element [L] established that the location and size of the USA shall be based upon the area necessary to accommodate 90% of new residential dwelling units within the County by the Plan Horizon; the ability to provide urban infrastructures, and, the presence of environmentally sensitive lands and water bodies, requiring protection from the impacts of urban development.

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- 2) Policy 1.1.1: [L] directs that new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map.
- 3) Policy 1.1.4: [L] allows for the provision of central water and sewer in areas designated as Rural Community, Woodville Rural Community, and enclaves within the Woodville Rural Community designated for Residential Preservation on the future land use map.
- 4) Policy 2.1.8: [L] establishes the residential densities range by Future Land Use Category, shown in Table 4 below:

Table 4: Residential Densities Range						
Future Land Use Category	Maximum Gross Density - Dwelling Units (DU)/Acre (AC) ¹	Minimum Gross Density Dwelling Units (DU)/Acre (AC)				
Rural	1 DU/10 AC	No minimum				
	1 DU/3 AC (standard) or 1 DU/3 AC (Conservation					
Urban Fringe	subdivision)	No minimum				
Urban Residential	10 DU/AC	4 DU/AC				
Urban Residential 2	20 DU/AC ²	No minimum				
Village Mixed use	20 DU/AC ²	No minimum				
Suburban	20 DU/AC ²	No minimum				
Planned Development	20 DU/AC ²	No minimum				
Bradfordville Mixed Use ²	20 DU/AC	No minimum				
Central Urban ^{2,3}	45 DU/AC	No minimum				
Activity Center ^{2,3}	45 DU/AC	No minimum				
University Transition ^{2,3}	50 DU/AC	No minimum				
Central Core ^{2,3}	150 DU/AC	No minimum				
Rural Community	4 DU/AC	No minimum				
Residential Preservation ²	6 DU/AC	No minimum				
Lake Talquin Recreation						
/Urban Fringe ⁴	1 DU/3 AC (standard)	No minimum				
Lake Protection⁴	1 DU/2 AC (standard)	No minimum				

Notes:

- 1: Maximum gross density is based on the gross acreage of the site and may not be achievable after addressing applicable land development regulations (e.g., parking, stormwater, and other regulations that may limit maximum development potential).
- 2: Density ranges can be increased up to 25% above the maximum limits listed above for the purpose of providing affordable housing units, consistent with Policy 2.1.14[LU].
- 3: Density ranges can be increased up to 35% above the maximum limits listed above for the purpose of encouraging infill development and redevelopment consistent with Mobility Element Policy 1.1.10 [M].
- 4: Clustering Option Available

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- 5) The Land Use Plan establishes policies and guidance for the mapping of Future Land Use Categories as depicted on the Future Land Use Map. These categories are more fully described in Policies 2.2.1 through 2.2.25 [L]
- 6) The Groundwater Protection Objective 4.2 of the Conservation Element [C] required the establishment of a Primary Springs Protection Zone (PSPZ) for Wakulla Springs. Policy 4.2.5: [C] states that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. When connection to sewer is not available, new development and redevelopment in the PSPZ shall use performance based OSTDS as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to performance based OSTDS at the time of failure, allowing for alternatives for low-income households.
- 7) The Utilities: Sanitary Sewer Element [SS] addresses wastewater treatment including central sewer and septic tanks. Policies address the minimum lot size for OSTDS, the requirement for nitrogen reducing performance based OSTDS in the PSPZ, locations to receive central sanitary sewer, and the criteria for the use of an OSTDS or package plant. Policy 2.1.3: [SS] requires new developments to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement between the City of Tallahassee and Leon County. Policy 2.1.5: [SS] addresses the City of Tallahassee's development and maintenance of a 20-year master plan for major sewer infrastructure facilities and services, based on the Future Land use Plan and its expected population within the USA.
- b. In 2006, the Leon County Board of County Commissioners (BOCC) authorized an aquifer assessment model of the Florida Aquifer to identify areas which are more vulnerable to contamination from the land surface. The Leon Aquifer Vulnerability Assessment (LAVA) was accepted by the BOCC in 2007. The LAVA model was used to establish the PSPZ in the Woodville Karst Plain where the aquifer was determined to be most vulnerable to surface contamination. The final report is provided for reference as Attachment #1.
- c. Leon County utilized a citizens advisory committee to assist staff in developing ordinances relating to OSTDS management and assisting property owners to fund upgraded systems. The committee established a draft ordinance to require nitrogen reducing performance-based treatment systems (PBTS) within the PSPZ for new construction and to replace failing conventional systems where central sewer was not available. In response to public concerns, a revised draft ordinance was prepared to require PBTS, equivalent cluster systems, or central sewer for new construction and when conventional systems were being modified. The draft ordinance provided for a financial hardship exemption and other funding options to address the burden to property owners. During the course of the Committee's activities, the BOCC joined with the City of Tallahassee and Wakulla County to initiate a feasibility study of Onsite Sewage Treatment and Disposal and Management Options to reduce nitrate loads to Wakulla Springs. Consequently, the Committee's final report was accepted but no action was taken to enact the ordinance.
- d. The joint Leon County, City of Tallahassee, and Wakulla County study of Onsite Sewage Treatment and Disposal and Management Options was completed by Lombardo

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Associates, Inc. (LAI) in November 2011. This report is provided for reference as Attachment #2. LAI was contracted to perform a feasibility study with the goal of reducing nitrate load to Wakulla Springs from OSTDS, in consideration of the local economic, social, soil and environmental conditions, as well as political and government structures and other conditions and circumstances the Contractor deemed appropriate. LAI evaluated a number of reports listed above including a study prepared by the U.S. Geological Survey for the City of Tallahassee, Nitrate-N Movement in Groundwater from the Land Application of Treated Municipal Wastewater and Other Sources in the Wakulla Springs Springshed, Leon and Wakulla Counties, Florida, 1966-2018 (Scientific Investigations Report 2010-5099) provided as Attachment #3) to develop a comparison between the nitrate loads to the ground surface under 2007 and 2018 conditions in order to recommend reduction targets from OSTDS. The USGS field investigation focused on 500 square miles incorporating Wakulla Springs and other local springs, the City of Tallahassee's Southwest Farm Sprayfield adjacent to the City airport and the City's Southeast Farm Sprayfield. The USGS model then established the fate of nitrogen applied to the land surface from sources upgradient of the model boundary as an established "Inflow" and sources within the model boundary to determine the relative impacts from the sources. LAI concluded that reduction should be focused on the unconfined aguifer area south of the Cody Scarp, within the USGS Study Area, with a target of 29 percent reduction in OSTDS loading.

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

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

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

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

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

- 3. Joint City of Tallahassee and Leon County Activities
 - a. The City and Leon County entered into the Water and Sewer Agreement on May 10, 2005. The City was granted an exclusive franchise to provide water and sewer to all properties located within the County that are not located within an existing or applied for franchise area. Target areas for water and/or sewer service were established for the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivision. (Note: the Harbinwood Subdivision lies within the area assessed by the District for septic tank impacts to Lake Jackson.) The document establishes the basis to determine the availability of City water and sewer service for new development; the requirement that standards for design and construction of water and sewer systems by providers other than the City shall be at least equal to those of the City; and the provision to revoke the City's franchise where service is determined to be unavailable in favor of other providers, or for the use of OSTDS and on-site potable wells.
 - b. The Water and Sewer Agreement also provides for County approval of the City's long range Master Plans, most recently updated for 2035, for water and sewer service within the franchise area. Thirteen Unsewered Target Areas in unincorporated Leon County are identified in the Master Sewer Plan with cost estimates for central sewer service. The following areas will remain designated for central sewer: Woodville Rural Community; Lake Munson/Four Points; Harbinwood Estates; and Centerville Trace. The remaining nine Unsewered Target Areas will be evaluated for alternative wastewater technologies as described in the Scope of Services.
 - c. In 2012, the City and County Commissions, acting as the Blueprint Intergovernmental Agency (IA), established a Sales Tax Committee to assist in determining potential uses of extending the one cent sales tax for infrastructure and economic development. The

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Sales Tax Committee evaluated proposals from the City of Tallahassee, Leon County and community groups. One project proposed by the Water Resources Committee was to implement recommendations from the 2011 LAI project, entitled "Creating Comprehensive Wastewater Management for Leon County Unincorporated Area: Nitrogen Reduction and Infill Development". The project consisted of:

- 1) Part I: Wastewater Management Plan and Execution at a cost of \$2.8 million
 - i) Evaluate options to establish a Level 4 or 5 Responsible Management Entity (RME), including scope, administrative structure and financing
 - ii) Adopt preferred options and establish the RME
 - iii) Establish regulations for a wastewater treatment standard, and requirement for connection to facilities when available
 - iv) Develop a Wastewater Treatment Facilities Plan for the PSPZ for the appropriate scale, capacity and location of sewer, cluster and septic tanks; including engineering standards for privately built facilities
 - v) Establish a Facilities Financing Plan relying on grants and sales tax for capital expenses and establishing user fees for operation and maintenance
 - vi) Determine engineering standards for stormwater treatment to achieve nitrogen reduction in the PSPZ and determine flooding patterns in the Woodville Basin to guide development permitting and stormwater facilities
- 2) Part II: Wastewater Treatment Facilities Plan Execution with \$2.2 million for a demonstration cluster facility to serve approximately 100 parcels in the PSPZ and \$50-60 million for residential retrofit or new residential development to support nitrogen standards through the use of sewer, cluster and retrofit of septic tanks.
- 3) Part III: Connection Assistance Funding at a cost of \$2 million to assist owners of existing structures with the cost of connecting to existing sewers in the City of Tallahassee or the unincorporated area.

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

B. SCOPE OF SERVICES

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

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

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

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

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

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

3. The four Unsewered Target Areas of Woodville Rural Community, Lake Munson/Four Points, Harbinwood Estates and Centerville Trace remain planned for central sanitary sewer. For all other areas of unincorporated Leon County, identify and describe factors influencing selection of treatment technology other than cost-effectiveness, such as:

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- a. Site location within BMAP PFA 1 and PSPZ;
- b. Site location relative to the Urban Services Area and Rural Communities;
- c. Adjacent land availability for cluster treatment system;
- d. Right-of-way for collection and transmission system construction;
- e. Density of existing development and future land use;
- f. Anticipated impact to existing and future land use density;
- g. Technology history of reliability in similar site conditions;
- h. Scalability of technology;
- i. Technology suitability for retrofit versus new development;
- j. Existing WWTF available capacity;
- k. Proximity to existing and/or proposed central sewer collection system;
- I. Anticipated property owner participation rate in retrofit activities;
- m. Time required for implementation;
- n. Local Comprehensive Plan direction regarding wastewater treatment; and
- o. Other criteria the Contractor deems appropriate.

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

- 4. Five public meetings addressing Tasks 1 through 3 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.
- 5. Develop a series of scenarios to implement OSTDS retrofit based on cost-effectiveness and greatest technology implementation score from Task 3 with consideration of public input from Task 4. Deliverable shall be a series of maps of nitrogen reduction land areas and standards for new development with associated technology recommendations.
- 6. Evaluate total annual nitrogen reduction achieved through implementation of recommended alternatives of the planning horizon of 20 years. Identify any technical or physical constraints on implementation which will influence timing to achieve FDEP target reductions and maintain load targets in build-out conditions (future land use). In addition, specifically describe assumptions relative to the following criteria:
 - a. Participation rates by property owners in the recommended retrofit strategy for each area;
 - b. Rates at which existing conventional systems will fail;
 - c. Reduction achieved through explicit management of conventional OSTDS for optimal performance; and
 - d. Any other policy assumptions that influence timing of participation in retrofit.

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

- 7. Five public meetings addressing Tasks 5 and 6 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.
- 8. Present the Comprehensive Wastewater Treatment Facilities Plan recommendations to the Board of County Commissioners.

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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.

A. Ability of Professional Personnel

- 1. Provide the total number of professionals in your organization or team who may be assigned to this 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 to be 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 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 are being assigned to this project. (List no more than 5 projects, nor projects which were completed more than ten (10) years ago.)
 - 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.

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2. Provide names and descriptions of projects for which the firm is presently under contract that demonstrate capabilities and qualifications for this work category.

- 3. Describe the Firm/Joint Venture's process and procedures for insuring that current design standards, codes and other regulatory direction 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. Describe your practices used on projects to ensure the schedule is met and for ensuring budget requirements are not exceeded. Provide a schedule for completion within the project period, expiring November 1, 2019.

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 delivery schedule of project completion by November 1, 2019.

E. Effect of Project Team Location

Provide the predominant residence for the project team which will 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.

F. Approach to the Project

- 1. Present in concise terms the firm's approach to completing the Comprehensive Wastewater Treatment Facilities Plan.
- 2. Identify opportunities to enhance the identified project deliverables based upon the firm's past experience.
- 3. Describe the plan for community involvement and education, referencing previous projects. In particular, describe how past public education efforts associated with alternative wastewater technology will influence the project implementation.

V. SELECTION PROCESS

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

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Meetings of Evaluation Committee 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 Committees will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), usually up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will direct staff to negotiate with the approved qualified firms (first ranked firms first and so on) for the proposed services at compensation which the County determines is fair, competitive, and reasonable for said services.
- D. Should the County 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. <u>Evaluation Criteria: Evaluation of Proposals:</u> 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:

<u>Criteria</u>	Maximum	Weight	<u>Total</u>
	<u>Rating</u>		<u>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
Minority/Women Business Enterprise	10	X1	10
Local Preference	5	X1	5
TOTAL			100

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 The initial ranking of proposals is based upon the points given in the Weighted Scoring Sheet utilizing the Evaluation Criteria Matrix. The scores for Local Preference will be provided by the Purchasing Division, as applicable. The initial scores are only used for the short-listing selection or as a tie-breaker.

- 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. Typically, 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 interview will receive notification including questions to be addressed during interview. Presentations 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 Board, as appropriate, for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

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

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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 Economic Vitality by telephone (850) 300-7567 or bγ DJones@oevforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lraffington@oevforbusiness.org and swilks@oevforbusiness.org.

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

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). 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.

4. For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBEs and/or WBEs.

Subcontractor Targets: 10% Aggregate

5. Definitions for the above targets follow:

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- a. Minority/Women Business Enterprise (MWBE) a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
- b. Minority Person an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - 1) African/Black American All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
 - 2) Hispanic American All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
 - 3) Asian American All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
 - 4) American Indian, Alaskan Native and American Aleut All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.
- c. Woman American Woman
- 6. Prime contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a 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.
- 7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
- 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:

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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. <u>Equal Opportunity/Affirmative Action Requirements</u>: 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 must 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.

- A. <u>Minimum Limits of Insurance:</u> Contractor shall maintain limits no less than:
 - 1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate.
 - 2. 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*).
 - 3. 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.
 - 4. Professional Liability Insurance, including errors and omissions: for all design 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

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force throughout the same four (4)-year period.

- B. <u>Deductibles and Self-Insured Retentions:</u> 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. <u>Other Insurance Provisions:</u> 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 additional insured as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b) The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. Contractor hereby waives subrogation rights for loss or damage against the county.
 - c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d) The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
 - e) 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.

D. 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.

- E. <u>Acceptability of Insurers:</u> Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- F. <u>Verification of Coverage</u>: Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and

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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.

G. <u>Subcontractors</u>: Contractors shall include all subcontractors as insured 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. <u>Gratuities.</u> It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. <u>Kickbacks.</u> It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

XI. AGREEMENT

After the proposal award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five

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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	Leon County Aquifer Vulnerability Analysis Report
Attachment #2	Onsite Sewage Treatment and Disposal and Management Options Report
Attachment #3	US Geological Survey Scientific Investigations Report 2010-5099

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

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

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

Signed:		
Title:		
Firm:		
Address:		_

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INSURANCE CERTIFICATION FORM

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

A.		Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best wit a rating of no less than A:VII?		
	□ YES □ N	10		
	Commercial General Liability:	Indicate Best Rating: 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 u A:VII?	sed for Workers' Compensation insurance listed by Best with a rating of no less than		
	□ YES □ N	10		
	Indicate Best Rating: Indicate Best Financial	Classification:		
	If answer is NO, provid	e name and address of insurer:		
2.	Is the Respondent ab agreement?	le to obtain insurance in the following limits (next page) as required for the services		
	☐ YES ☐ N	10		
Insı	urance will be placed wi	th 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 Engineering ଓଡ଼ିଆର୍ ନେମ୍ପର୍ଡି ଓଡ଼ିଆରେ Wastewater Treatment Facilities ଦିଆର ନିର୍ମ୍ଦର

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

Required Coverage and Limits

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

Required Policy Endorsements and Documentation

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

Deductibles and Self-Insured Retentions

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

Endorsements to insurance policies will be provided as follows:

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

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

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

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

Claims will be directed toappropriate handling.	(person/agency) at	(address/fax/e-,mail) for investigati	on and
Please mark the appropriate box:			
Coverage is in place \Box Coverage wi	ll be placed, without exception	on 🗆	
The undersigned declares under pen	alty of perjury that all of the	above insurer information is true and correc	it.
NameTyped or Printed	Signature		
Date	Title(Company F	Risk Manager or Manager with Risk Authority)	

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature		
Title		
Contractor/Firm		

Attachment #1

RFP Title: Request for Proposals for Engineering งิษัทง์กษา Proposals for Engineering งิษัทง์กษา Wastewater Treatment Facilities ใหญ่ เกิด

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

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

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

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

Company Name:	
Signature:	Title:
STATE OF	
Sworn to and subscribed before me this c	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 Engineering งย่างใดยรั้ง เรืองที่สุดายการเพียง Wastewater Treatment Facilitates Phanes

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

NON-COLLUSION AFFIDAV	/IT
-----------------------	-----

on my oath	of the and under penalty of perjury, depo	ose and say that:	according to law
	and under penalty of perjury, depo	use and say that.	
1.	l am		
	of the firm of		
	in response to the Request for	Proposals for:	
Engineering sauthority to		ater Treatment Plan, and that I executed the	e said proposal with full
other respor	or the purpose of restricting comp nder or with any competitor; and other person, partnership or corp	d at independently without collusion, consubetition, as to any matter relating to qualific d, no attempt has been made or will be reportation to submit, a responsible to submit, a responsible.	cations or responses of any made by the responder to
3. Leon County		this affidavit are true and correct, and mad ments contained in this affidavit in awarding	_
(Sign	ature of Responder)	(Date)	
STATE OF FLO	ORIDA	_	
COUNTY OF PERSocing sworn	ONALLY APPEARED BEFORE ME, th		who, after first ovided above on this
COUNTY OF PERSocing sworn	ONALLY APPEARED BEFORE ME, the by me, (name of individual signing	he undersigned authority,	

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

DRUG-FREE WORKPLACE FORM

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

RFP Title: Request for Proposals for Engineering ใช้เป็นตรง โดยสามารถ Wastewater Treatment Facilities ใหล่เคือา

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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.

Business Name:		
Current Local Address:		Phone:
		Fax:
If the above address has been for less than six months, pleas	e provide the prior address.	
Length of time at this address:		
Home Office Address:		Phone:
		Fax:
Signature of Authorized Representative		Date
STATE OF		
The foregoing instrument was acknowledged before me this		,20
(Name of officer or agent, title of officer or agent) a Corporation, on behalf	of (Name of corpor	ration acknowledging)
(State or place of incorporation) or has produced	as identification.	
Return Completed form with supporting documents to:	Signature o	f Notary
Leon County Purchasing Division	Print, Type or Stamp	Name of Notary
1800-3 N. Blair Stone Road	Title or I	Rank
Tallahassee, Florida 32308	Serial Numb	er, If Any

RFP Title: Request for Proposals for Engineering ଓଡ଼ିଆରେ ଓଡ଼ିଆରେ Wastewater Treatment Facilitæ ବିଅର୍ଥ୍ୟ ନିମ୍ପ

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent:	
-	

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

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

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:

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE) Certified Women Business Enterprises (WBE)	10% aggregate 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	10
aspirational targets	
The Respondent certifies that they will meet or exceed aspirational targets through subcontracting	8
to certified MBE and WBE firms.	٥
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	6
based on the guidelines referenced in Section 5 of this Participation Plan.	
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	4
submitted based on the guidelines referenced in Section 5 of this Participation Plan.	
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	0
considered a responsive bidder, but shall receive zero points.	

RFP Title: Request for Proposals for Engineering ใช้เป็นตริงให้เป็นตริงใช้เป็นตริงให้เป

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

SECTION 2 – GOOD FAITH EFFORT

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

- 1. Please identify <u>all</u> of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of <u>all</u> Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied.
 - b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
 - c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
 - d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
 - e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
 - f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
 - g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
 - h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
- 2. 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

RFP Title: Request for Proposals for Engineering Services, Comprehensive/Wastewatep@reatment Facilities Plan

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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

	MIDE and WBE Intended Offization						
Firm's Name (Requires Leon County or	Firm's Location Address (Must be in Leon,	Firm's	2				
City of Tallahassee	Gadsden, Jefferson or	Telephone	Ethnic Group ²	Type of Service to Provide			
MWBE certification) ¹	Wakulla Counties, FL to be certified)	Number	(B, A, H, N, F)				
Minority and Women Busine	<u> </u>						
a.	, ,						
b.							
C.							
d.							
G.							
e.							
f.							
				AADE Dautieiu etieus 0/			
Tatal Did Amazunt C		Total MWBE Participation \$		MBE Participation %			
Total Bid Amount \$		Otal MINNRE Partici	pation \$	WBE Participation % (MBE or WBE Participation \$			
				Total Bid \$)			
				, occir blu y			

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

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

RFP Title: Request for Proposals for Engineering Services, Comprehensive AV astervate Proposa

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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.			
h			
b.			
c.			
d.			
e.			
f.			
σ			
g.			
h.			
i.			



Leon County

Board of County Commissioners

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

Commissioners

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JOHN DAILEY District 3

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MARY ANN LINDLEY At-Large

VINCENT S. LONG County Administrator

HERBERT W.A. THIELE County Attorney

August 22, 2018

RE: Request for Proposals for Engineering Services, Comprehensive Wastewater Treatment

Facilities Plan

RFP No: BC-09-04-18-51

Opening Date: September 4, 2018 2018 at 2:00 p.m. Eastern Time

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

- 1. Section III., B. Scope of Service, the first sentence is hereby revised to "The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee. <u>Central sanitary sewer is the selected treatment method within the City limits."</u>
- 2. 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,

Shelly Kelley, PMP Purchasing Director

Enc.

Answers to Vendor Submitted Questions RFP# BC-09-04-18-51

Question #1: On page 20 of the referenced RFP, it states as the 1st sentence in Section B

"The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee, where central sanitary sewer is the selected treatment method."

On page 21, item 3 states:

"3. The four Unsewered Target Areas of Woodville Rural Community, Lake Munson/Four Points, Harbinwood Estates and Centerville Trace remain planned for central sanitary sewer. For all other areas of unincorporated Leon County, identify and describe factors influencing selection of treatment technology other than cost-effectiveness, such as:"

Should page 20, 1st sentence in Section B state:

"The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee, where central sanitary sewer is **NOT** the selected treatment method."?

Thank you in advance for the clarification.

Answer: See Item number 1 of this Addendum.

Question #2:

Good afternoon. We have a teammate on the above proposal that is a certified DBE with the state of Florida. Is this certification acceptable to Leon County to achieve the County's MBE requirement?

Answer

No. Disadvantaged Business Enterprise (DBE) certification does not count toward Minority Business Enterprise (MBE) Certification. As stated in the RFP:

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.

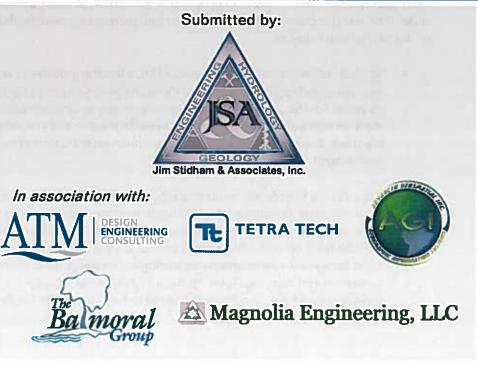




Proposal to Leon County Board of County Commissioners for Engineering Services Comprehensive Wastewater Treatment Facilities Plan Proposal Number BC-09-05-18-51



Due by: September 5, 2018 2:00 p.m.





JIM STIDHAM & ASSOCIATES, INC.

547 North Monroe Street, #201, Tallahassee, Florida 32301 850.222.3975 Office 850.681.0560 Fax

VIA HAND DELIVERY

September 5, 2018

Ms. Shelly Kelley, PMP
Purchasing Director
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, FL 32308

Re: Proposal Number: BC-09-05-18-51

RFP for Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

Dear Ms. Kelley:

Jim Stidham & Associates (JSA), is pleased to submit this proposal to provide professional engineering services to complete a Comprehensive Wastewater Treatment Facilities Plan. JSA specializes in civil and environmental engineering services, geological services, and environmental drilling. We have been providing services in Leon County since 1983 and completed our first wastewater-related project in the county in 1984.

For this project, we have assembled a team of seasoned technical experts who have a successful history of collaboration on complex water resources projects in addition to maintaining an active presence in Leon County. JSA enjoys long-standing relationships with ATM, Advanced GeoSpatial Inc, and Richard Hicks, P.G., who is now with Tetra Tech. Each team member is committed to the successful completion of this project and includes:

- Applied Technology & Management (ATM), a leading provider of water resources, environmental engineering, and utility engineering services in Florida and worldwide for the last 34 years. For this project, ATM will provide quality assurance/quality control and will be the task leads on nitrogen reduction benefits for surface water and groundwater as well as planning and reporting. Key support staff will assist on wastewater treatment technologies and public involvement.
- Tetra Tech, a full-service, multi-disciplinary engineering and science firm, has been providing
 environmental, consulting, engineering, project management, and technical services to local,
 state, and federal government clients for more than 50 years. For this project, Tetra Tech will be
 the task leads on cost-effectiveness evaluation and public involvement. Key support staff will
 assist on wastewater treatment technologies and geographic information system (GIS)
 evaluation and mapping. Tetra Tech is a 17,000-person strong firm that has the capability to
 provide support personnel where needed to help assure the JSA Team achieves the aggressive
 completion schedule for this project.

Leon County Purchasing Division September 5, 2018 Page 2 of 2

- Advanced GeoSpatial Inc. (AGI) provides predictive spatial analysis and modeling, custom and
 interactive map design, infrastructure data modeling, advanced statistical analysis, and
 contaminant potential modeling. AGI is known for its role in the development of the Leon
 County Aquifer Vulnerability Assessment (LAVA) and Florida Aquifer Vulnerability Assessment
 (FAVA). For this project, AGI will be the task lead for GIS evaluation and mapping.
- The Balmoral Group combines engineering design expertise with economics, environmental
 analysis and GIS capabilities. For this project, key support staff will assist on the costeffectiveness evaluation, GIS evaluations and mapping, and public involvement.
- Magnolia Engineering, a Leon County-certified minority business enterprise (MBE), provides
 environmental engineering services including stormwater, water, and wastewater design and
 modeling. For this project, key support staff will assist on wastewater treatment technologies
 and cost-effectiveness evaluation.

The JSA Team is committed to providing Leon County with the staff and resources required to complete this project within the defined schedule and budget. JSA aspires to meet the 10% minority business enterprise (MBE) goal through team member Magnolia Engineering, who is currently MBE-certified with Leon County. Although not currently certified with Leon County, The Balmoral Group is a state-certified MWBE and will seek MBE certification with the County.

We appreciate the opportunity to present our technical qualifications and look forward to the opportunity to continue to provide services to the County. We are prepared to answer any questions or provide additional information you may require.

Sincerely,

JIM STIDHAM & ASSOCIATES, INC.

William G. Rollins, P.G.

Principal



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PROPOSAL RESPONSE COVER SHEET

RFP Title: Request for Proposals for Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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.

	Jim Stidham & Associates, Inc.
ВУ	(Firm Name)
	(Authorized Representative)
	William G. Rollins, President
	(Printed or Typed Name)
ADDRESS	547 North Monroe Street, Suite 201
CITY, STATE, ZIP	Tallahassee, Florida 32301
E-MAIL ADDRESS	brollins@jsna.com
TELEPHONE	850-222-3975 x119
FAX	850-681-0560
ADDENDA ACKNOWLEDGMEN Notice to Vendors dated 8/6/20	18 Initials 4
Addendum #1 dated 8/22/2018	
Notice to Vendors dated <u>8/29/2</u> Addendum #2 dated	
	mitidis
Addendum #3 dated	Initials



Tab A.

Ability of Professional Personnel



A.1 Overview of Team

Prime Consultant - Jim Stidham & Associates (JSA)

Founded in Tallahassee in 1983, JSA specializes in civil and environmental engineering services, geological services, and environmental drilling. JSA performs environmental engineering, water resource, petroleum contamination assessment, and remediation activities through its 17 full-time employees that include engineers, hydrogeologists, geologists, and licensed well contractors. JSA also has a part-time employee, Ming Ye, Ph.D., who assists with groundwater modeling. Dr. Ye is a professor in hydrogeology at



lim Stidham & Associates, Inc

Florida State University. He developed ArcNLET (ArcGIS-based Nitrogen Load Estimation Toolkit) software for simulating nitrogen transport from septic system drainfields first to the water table and ultimately to surface waterbodies. This software is used in Florida for nitrogen load estimation.

JSA has been performing work in and around Leon County since its inception in 1983 and maintains a continuing engineering contract with Leon County. Through this contract, we have gained invaluable experience and relationships with Leon County staff that will be an asset to this contract. We are currently assisting Leon County in the conversion of septic systems to central sewer on parcels within the Annawood subdivision, which is in the Primary Springs Protection Zone (PSPZ).

Another asset to this contract is JSA's long-term relationship with Talquin Electric Cooperative (TEC), a relationship formed in 1983 that continues based on trust and hard work. On behalf of TEC, JSA performs permitting, groundwater monitoring, and project design for all five wastewater treatment facilities (WWTFs) located within Leon County. Just to the west of Leon County in Midway, Florida, JSA completed the conversion of rapid infiltration basins for wastewater effluent disposal through the use of a constructed wetland at TEC's sixth WWTF (Gadsden East). This project has shown a significant decrease in nitrogen within the treatment system. On the northeast side of Leon County, JSA is currently designing a constructed wetland for effluent disposal associated with an existing TEC WWTF.

In a service industry such as environmental and engineering consulting, the name, reputation and reliability of a company and its staff are paramount to the success of the firm. At JSA, we pride ourselves on the quality of our work products, the timeliness of our deliverables, and the ability to keep project charges within budget. A good reputation must be earned through hard work and a commitment to excellence for our clients. We highly value our reputation and standing in the industry and are committed to maintaining it. Our team members share this same level of commitment to hard work and excellence for our clients. This is the level of commitment that will continue to be provided to Leon County if we are selected for this contract.



Subconsultants

JSA is joined by a robust team of water resources experts that have a history of collaboration as well as a local presence in Leon County.

Applied Technology & Management, Inc (ATM)

Founded in Gainesville, Florida in 1984, ATM is a leading provider of water resources, environmental engineering, and utility engineering services in Florida and worldwide for the last 34 years. Its 50



personnel include professional engineers, ecologists, environmental scientists, a certified land planner, and a professional surveyor/mapper. The company's technical diversity allows it to provide effective studies and solutions for any water-related environmental or developmental issue. ATM provides planning, financing assistance, design, permitting, operations assessment, and compliance needs for water, wastewater, stormwater, and other regulated systems to meet any infrastructure demand. ATM specializes in performing hydrologic and water quality assessments and modeling of receiving waters and watersheds as well as waterbody impairment listings, total maximum daily loads (TMDLs), and basin management action plans (BMAPs). ATM integrates geographic information system (GIS) with all projects, including field studies, data collection, asset management, geospatial analysis, and watershed, hydrologic, and water quality model pre- and post-processing.

ATM has maintained an office in Tallahassee for the last 14 years and has provided water resourcesrelated services to Leon County since 2006 (see **Tab B** for a detailed description of these services) and to the City of Tallahassee since 2013 when retained to prepare a hydrologic assessment of Lakes Kinsale, Killarney, and Kanturk.

Tetra Tech, Inc.

Tetra Tech is a full-service, multi-disciplinary engineering and science firm that has been providing environmental, consulting, engineering, project management, and technical services to local,



state, and federal government clients for more than 50 years. Tetra Tech is a global leader in providing engineering and technical services. The company is acknowledged for its cutting-edge expertise in sophisticated environmental analysis, modeling, and design and for delivering this expertise effectively across an entire project life cycle. Tetra Tech has more than 17,000 employees in 400 offices worldwide, including approximately 1,000 staff in Florida and Georgia. From front-end science and planning to design, construction management, and operations, Tetra Tech provides best-in-class experts, with worldwide project experience, to deliver a high level of integrated services for the full project life-cycle in six service areas: water, environment, infrastructure, resource management, energy, and international development. Each year, Tetra Tech achieves some of the highest rankings in the industry from the prestigious Engineering News-Record (ENR). Tetra Tech is ranked #4 of the top 200 environmental firms with top rankings in several categories in 2017, including ranking #1 in Water for the 15th consecutive year, as well as #1 in environmental management, environmental science, consulting/studies, and treatment/desalination.

Tetra Tech has maintained a presence in Tallahassee for 30 years. Recent services to the City of Tallahassee include analysis of the potential benefits of biosorption activated media (BAM) within the PSPZ for use in dry retention stormwater treatment facilities; development of a Low Impact Development



(LID) Manual; and best management practice (BMP) analysis for the Capital Cascades Trail Segment 3D Regional Stormwater Facility.

Advanced GeoSpatial, Inc. (AGI)

AGI has provided services on a wide variety of water resource, government, and GIS projects in Florida since its founding in 2004 in Tallahassee, Florida. Services include predictive spatial analysis and modeling, custom and interactive map design, municipal infrastructure digitization and mapping, real property analysis, three-dimensional conceptualization, infrastructure data modeling, advanced statistical analysis, and contaminant potential modeling.



Local projects include the Leon County Aquifer Vulnerability Assessment and the Wakulla County Aquifer Vulnerability Assessment.

The Balmoral Group (TBG)

TBG is a woman-owned consulting firm located in Winter Park, Florida with additional offices in Tallahassee, Florida, Beaufort, South Carolina, and Sydney, Australia. The firm combines engineering design expertise with economics, environmental analysis and GIS capabilities. TBG was founded in 2004 and currently employs 25 individuals of diverse background, all with strong technical expertise and qualifications. TBG



completes precedent-setting studies and analyses for public clients and public-private consortia to address policy issues and resource allocation decisions. TBG is known for creative solutions using GIS modeling and sophisticated statistical and econometric analysis supported by citizen surveys, specialized stakeholder engagement and communication, and state of the art hydrologic modeling. Clients benefit from the wealth of data TBG has at its fingertips, including geocoded economic, demographic and land use data.

Of direct relevance to this project, TBG has experience evaluating the cost-effectiveness of nitrogen reduction strategies for local governments and water management districts. As part of a cost-benefit analysis for St. Lucie County, TBG examined the failure rates of conventional onsite sewage treatment and disposal systems (OSTDS) for their impact on domestic wells and rates of illness/mortality.

Magnolia Engineering LLC

Magnolia Engineering, a Leon County-certified minority



business enterprise (MBE), provides civil and environmental engineering services throughout north Florida and south Georgia. Environmental engineering services include stormwater, water, and wastewater design and modeling. Magnolia Engineering is fluent in water and wastewater utility design, including water mains, pump stations, small package plants, aerobic treatment units, and OSTDS.

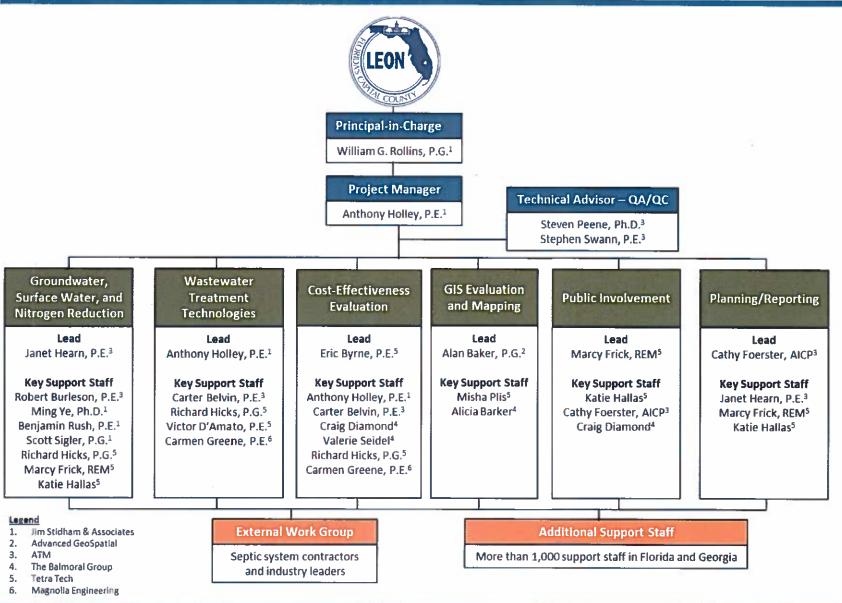
Carmen Greene, P.E., President of Magnolia Engineering, has provided services on numerous wastewater design projects in Leon County. Her community service activities include the Leon County Permit Process Improvement Group, Septic Tank Advisory Committee, and MBE/WBE Citizens Committee. She served on the Leon County Code Enforcement Board from 2009 to 2017.



A.2 Organization of Project Team

An organizational chart of the JSA Team is located on the next page. JSA is the primary consultant and will be Leon County's direct contact. The organizational structure reflects a core management team, task leads, key support personnel, and an external work group that JSA will form to provide valuable feedback on alternative wastewater system installation, operation, and maintenance.







A.3 Summary of Team Personnel

Snapshots of each person's project role, years of experience, education/licenses/certifications, and relevant experience are provided below in order of presentation from the organizational chart: core management team, task leads, and key support staff. Resumes for each person are located at the end of this section.

Table 1. Summary of Team Personnel

	Year		Education/License/	
Team Member	Role on Project	Experience	Certification	Relevant Experience
		Manage		
William G. Rollins, P.G JSA	Principal-in-Charge	32	Masters Studies, FSU B.S., Geology, Columbus State University Licensed Professional Geologist Licensed Water Well Contractor	Principal on numerous environmental engineering projects. Specializes in site remediation and groundwater flow modeling studies that include contaminant transport for design of effective remediation systems.
Anthony Holley, P.E JSA	Project Manager and Task Lead - Wastewater Treatment	13	B.S., Civil Engineering, FSU Licensed Professional	Specializes in wastewater/water treatment, nutrient removal, stormwater collection/treatment, ERP/NPDES permitting, and
	Technologies		Engineer	constructed wetland design. Manages and performs water quality analysis/treatment for groundwater recharge areas within the Florida panhandle and has extensive knowledge of water quality and nutrient loading issues.
Steven Peene, Ph.D ATM	Technical Advisor – Quality Assurance/ Quality Control	28	 Ph.D., Coastal and Oceanographic Engineering, UF M.S., Coastal and Oceanographic Engineering, UF B.S., Civil Engineering, Lehigh University 	Extensive experience in water resources analysis including watershed planning; evaluation of non-point and point source pollution in surface water systems; hydrologic, hydrodynamic, and water quality modeling; and evaluation of impacts to ecological resources in surface waters.
Stephen Swann, P.E ATM	Technical Advisor – Quality Assurance/ Quality Control	30	M.E., Env. Eng., UF B.S., Env. Eng., UF Licensed Professional Engineer	Specializes in the design of water, wastewater, stormwater, and wetland restoration systems. Performs TMDL and water quality evaluations and nutrient management planning. Secures NPDES and groundwater permits.



Team Member	Role on Project	Years' Experience Task L	Education/License/ Certification	Relevant Experience
Janet Hearn, P.E. – ATM	Task Lead – Groundwater, Surface Water and Nitrogen Reduction	33	M.S., Coastal and Oceanographic Engineering, UF B.S., Civil Engineering, Oregon State University Licensed Professional Engineer	Extensive experience designing and executing hydrologic, water quality, and sediment sampling studies. Extensive knowledge regarding the TMDL and BMAP programs, and serves as a technical advisor, liaison and advocate on TMDL and BMAP issues for many government clients.
Eric Byrne, P.E. – Tetra Tech	Task Lead – Cost- Effectiveness Evaluation	16	B.S., Civil Engineering, Rensselaer Polytechnic Institute Licensed Professional Engineer	Specializes in BMP planning, design and implementation that includes the calculation of estimated nutrient reduction benefits and costs for each option, cost estimates of concept designs, and assessment of the practicality of implementing BMPs to meet regulatory requirements.
Alan Baker, P.G. – AGI	Task Lead – GIS Evaluations and Mapping	20	B.S., Geology, FSU Licensed Professional Geologist	Specializes in predictive spatial analysis and GIS-based environmental modeling, completes custom and interactive map design, performs municipal infrastructure digitization and mapping, and executes three-dimensional conceptualization. He was involved in the completion of the FAVA and LAVA models.
Marcy Frick, REM – Tetra Tech	Task Lead – Public Involvement	15	M.S., Environmental Engineering Sciences, UF B.S., Environmental Sciences and Engineering, UNC at Chapel Hill Registered Environmental Manager	Extensive experience managing public involvement tasks and facilitating the transfer of information to keep the public informed of project activities. Experience and training in facilitating discussions to gather information from stakeholders to help move a project forward and to ensure that all voices are heard during meetings.
Cathy Foerster, AICP — ATM	Task Lead – Planning and Reporting	24	B.A., Legal Studies, UCF Certified Land Planner	Expertise includes the preparation of water quality improvement plans, reasonable assurance plans, water supply facilities work plans, and water supply plans for state agencies, water management districts, and local governments. Excels at editing and managing preparation of technical documents and coordinating diverse stakeholders who contribute to the final product.



A. Ability of Professional Personnel

		Years'	Education/License/	A Washington and a second seco
Team Member	Role on Project	Experience	Certification	Relevant Experience
		Key Support	Personnel	
Robert Burleson, P.E. – ATM	Senior Water Resources Engineer	30	M.E., Agricultural Engineering, UF B.S.E., Agricultural Engineering, UF BS.BA., Finance, UF Licensed Professional Engineer	Extensive experience in hydrologic research and analysis, water quality assessments, river basin management plans, stormwater master plans, floodplain analysis, watershed and water quality modeling, effluent disposal and wetland treatment system design,
Ming Ye, Ph.D. – JSA	Groundwater Modeler	16	Ph.D., Hydrology, University of Arizona B.S., Geology, Nanjing University, China	and wetland mitigation. Expert in modeling to simulate groundwater flow and solute transport in the subsurface environment. He developed software ArcNLET (ArcGIS-based Nitrogen Load Estimation Toolkit) for simulating nitrogen transport from septic system drainfields firs to the water table and ultimately to surface waterbodies.
Richard Hicks, P.G. – Tetra Tech	Senior Geoscientist	38	B. S., Geology, Georgia State University Licensed Professional	Extensive experience in the development and implementation of a wide variety of groundwater studies and tools to evaluate urban and agricultural land use
			Geologist	impacts on groundwater and spring water quality in support of restoration plan development, conducting pilot studies to evaluate passive nitrogen reducing septic systems, and developing TMDLs and nitrogen inventories for springs.
Victor D'Amato, P.E. – Tetra Tech	Senior Water Resources Engineer	25	M.S.E.E., Water Resources Engineering, UNC B.S., Civil Engineering, Penn State University Licensed Professional Engineer	Experience in innovative wastewater infrastructure planning and implementation approaches that maximize efficient and effective water service delivery and asset management, including the use of distributed and decentralized systems such as satellite reuse and sewer mining, sustainable onsite systems, and utility-managed cluster wastewater systems. Extensive experience identifying
				wastewater solutions to reduce nutrient pollution individual treatment systems to large watersheds.



A. Ability of Professional Personnel

Low Control	THE RESERVE OF THE PERSON OF T	Years'	Education/License/	
Team Member	Role on Project	Experience	Certification	Relevant Experience
Carter Belvin, P.E. – ATM	Senior Environmental Engineer	27	B.S., Environmental Engineering, UF Licensed Professional Engineer	Expertise in a wide range of project types including water resources, potable water, wastewater, stormwater, and natural system restoration, land development, chemical, industrial, mining, and solid waste.
Carmen Greene, P.E. – Magnolia Engineering	Senior Environmental Engineer	34	M.E., Env. Eng., UF B.S., Civil Engineering, UF Licensed Professional Engineer	Extensive experience in stormwater design and modeling, flood studies, water and wastewater design, road design and construction, OSTDS, and other civil and environmental engineering projects
Scott Sigler, P.G. – JSA	Senior Geologist/ Hydrologist	24	M.S., Chemical Oceanography, FSU B.S., Geology, FSU Licensed Professional Geologist	Experience in site assessment investigations including the coordination and design of investigative research, sampling strategies, supervising field collections, data analysis, interpretation and report preparation
Benjamin Rush, P.E JSA	Senior Environmental Engineer	15	B.S., Environmental Engineering, UF Licensed Professional Engineer	Experience in environmental engineering, site assessment, and project management for remedial investigation/feasibility studies and remedial design/remedial action activities on contaminated sites
Craig Diamond – The Balmoral Group	Senior Economics Analyst	34	M.S., Env. Eng. Sciences, UF B.S., Mathematics, Union College New York	Served as supervisor of environmental planning for Leon County (1994-2007). He was responsible for the LAVA study and actively participated in OSTDS initiatives countywide. He conducted studies of nutrient loading to Lake Jackson from OSTDS and other sources. He continues to serve on the Florida Department of Health OSTDS Research Review and Advisory Committee.
Valerie Seidel – The Balmoral Group	Economist	32	Master of Commerce in Economics, University of Sydney, Australia B.S., Accounting, Economics, University of Tampa	Experience focuses on infrastructure and natural resource valuation, GIS/statistical models of resource allocation and optimization, and cost-benefit analysis. Researches economic impacts of development and environmental policies, economic values for species preservation, and applies econometric methods.



A. Ability of Professional Personnel

Team Member	Role on Project	Years' Experience	Education/License/ Certification	Relevant Experience
Misha Plis – Tetra Tech	GIS Specialist/ Modeler	15	M.S., Program and Project Management, National Technical University B.S., Computer Science, National Technical University	Specializes in GIS-related programs such as ESRI ArcGIS Desktop Suite and SDE, ESRI Model Builder/Python ArcGIS, ESRI ArcGIS Online, ESRI Collector, JambWOW, ESRI ArcView 3.3, MapWindow, Google Earth, SAGA and database management programs.
Katie Hallas – Tetra Tech	Scientist / Public Involvement Specialist	12	M.S., Environmental Engineering Sciences, UF M.S., Oceanography, FSU B.S., Animal and Dairy Sciences, MSU	Experience in environmental science, water resource management, natural resource and agricultural planning, facilitation, and public outreach. Ms. Hallas has supported TMDL and BMAP development and implementation throughout Florida. She also has experience with agricultural water supply planning and public education to reduce nonpoint source pollution.
Alicia Barker – The Balmoral Group	Research Economist/ GIS	6	B.A., Economics, UCF	Experience with econometric modeling, as well as conducting independent research to
				substantiate variables and assumptions, and identifying effective alternatives or approaches within a project. Works extensively with ArcGIS and the economic modeling software LIMDEP, R, and STATA to perform multivariate regression analyses.



William G. Rollins, P.G. Principal-in-Charge

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE

Total: 32 With Current Firm: 32

EDUCATION

Masters Studies, Florida State University B.S., Geology, Columbus State University

REGISTRATION/CERTIFICATIONS

Professional Geologist, FL, AL, and GA Water Well Contractor, FL

AREAS OF SPECIALIZATION

- Groundwater modeling
- Contamination transport analysis
- Aquifer testing
- Site remediation

EXPERIENCE SUMMARY

With over 32 years of experience, Mr. Rollins has completed numerous projects throughout the southeastern U.S. with focused work in north Florida. He performs groundwater flow modeling studies that include contaminant transport for design of effective remediation systems. He conducts single-well and multi-well pump testing for determination of aquifer properties of flow and transport. He also completes site remediation tasks such as soils assessment, sampling, and contaminant delineation. He writes, contributes to, and reviews Site Assessment Reports, Remedial Action Plans, and Site Rehabilitation Completion proposals with and without conditions.

RELEVANT EXPERIENCE:

Surface and Groundwater Interaction Investigation: Lake Lochloosa and Orange Lake, Florida Department of Management Services and Florida Department of Environmental Protection (FDEP), Marion and Alachua Counties FL. Technical Advisor. Examined the groundwater pathway as a conveyance for enriching nutrients and evaluated how natural nutrient levels in the aquifer matrix and anthropogenic sources, such as septic systems, may be related to nutrient loading within the Orange Lake Basin. Identified current and historic land uses for qualification of loading types, examined soil lithology and superficial aquifer units throughout the region by direct push techniques (DPT). Mr. Rollins provided initial direction and oversight of the project, as well as technical review and guidance for hydrogeological well construction activities. Project budget: \$69k.

Tate's Hell Floridan Aquifer Study, Northwest Florida Water Management District (NWFWMD), Franklin County, FL. Principal Geologist. This project was a multi-year study of the groundwater resources of the Tate's Hell Wildlife Management Area in Franklin County, Florida. Services included coordinating with NWFWMD personnel in development of an exploration program; development of well construction specifications for a multi-well aquifer testing program; coordination with well drillers; oversight of well construction; chemical and physical data collection; short term pump testing; oversight of well development/geophysical logging/well completion; performance of 8 to 72 hour pumping tests, including use of automatic data loggers; and coordination with NWFWMD personnel in data interpretation. Tasks included specific capacity tests, groundwater sampling, saltwater interface wells, and aquifer performance testing. Project budget: \$229k.

St. James Bay, Franklin County, FL. Principal Engineer. For this large development, which included an 18-hole golf course, Mr. Rollins was responsible for determining consumptive use impacts to the Floridan Aquifer resulting from the development of potable use supply wells and, also, the consumptive use impacts resulting from the use of surface water sources for irrigation of the proposed golf course. Services included multi-well aquifer testing and analysis to determine hydrogeologic parameters of the aquifers. This data was used for model input for Visual MODFLOW to predict aquifer impacts and saline intrusion potential of the Floridan Aquifer. Project tasks included analysis of previously performed multi-well aquifer tests, saltwater interface wells, wetlands monitoring, short-term/long-term pump tests, step pump tests, groundwater modeling, data analysis, and water quality analysis. The final permit provided sufficient resources for the client, with minimal impact to the environment. Project budget: \$65k.

Ridge Citrus Fertilization Best Management Practice Verification Study, FDEP, FL. Technical Advisor. This project is being conducted in coordination with the Florida Department of Agriculture and Consumer Services (FDACS) and the University of Florida's Institute of Food and Agricultural Sciences (IFAS). JSA provided the preliminary field reconnaissance for site selections, installed new monitor well technologies, nested well placement, and collected quarterly groundwater samples. Mr. Rollins performed original study planning and contract oversite and participated in the processes of site selection and the submission of deliverables to the participating agencies. Project budget: \$509k.

Well Field Development, East Point Water and Sewer District, Franklin County, FL. Principal Engineer. Provided well construction oversight and testing of the Floridan Aquifer north of Highway 98 in western Franklin County. This testing, and the associated data analysis, was part of the expansion of the existing well field. The initial work consisted of the installation of a saltwater interface well, a Floridan Aquifer test well, Floridan Aquifer observation wells, a surficial aquifer well, along with the performance of a 72-hour aquifer pump test. Project budget: \$60k.



Anthony Holley, P.E. *Project Manager*

OFFICE LOCATION
Tallahassee, FL

YEARS OF EXPERIENCE Total: 13 With Current Firm: 13

EDUCATION

B.S., Civil Engineering, Florida State University

REGISTRATION/CERTIFICATIONS
Professional Engineer, FL#74002

AREAS OF SPECIALIZATION

- Stormwater modeling and design
- Wastewater treatment and design
- Water quality analysis
- Permitting

EXPERIENCE SUMMARY

Mr. Holley has over 13 years of experience in civil and environmental engineering. He specializes in wastewater/water treatment, nutrient removal, stormwater collection/treatment, ERP/NPDES permitting, and constructed wetland design. Mr. Holley manages and performs water quality analysis/treatment for groundwater recharge areas within the Florida panhandle and has extensive knowledge of water quality and nutrient loading issues that have become a concern within this region. Mr. Holley performs stormwater flow modeling on a wide range of projects including both simplistic and complex systems. His model experience includes flow and control structure modeling in ICPR, Bentley CivilStorm, and AutoCAD Storm and Sanitary Analysis.

RELEVANT EXPERIENCE:

Annawood Subdivision Septic-to-Sewer Conversion, Leon County, FL. Senior Engineer and Project Manager. Located within the Primary Springs Protection Zone, the Annawood subdivision has 52 parcels that will be converted to sewer. The overall scope of work includes public involvement, construction drawings, state and local permitting, acting as mediator between Talquin Electric Cooperative, City of Tallahassee, and Leon County; contractor procurement, and construction inspections. This project is currently at the 30% submittal phase. It has an estimated construction cost of \$1.1 million and \$226k in engineering cost.

Gadsden East Wastewater Treatment Facility Groundwater Recharge Wetland for Talquin Electric Cooperative, Inc., Gadsden County, FL. Senior Engineer and Project Manager for the design and permitting of an infiltration constructed wetland effluent discharge system. Prior to the system being permitted pkC wetland models were created for the system. This system consisted of approximately 7.7 acres of constructed wetlands created from existing rapid infiltration basins. During construction, several large storm events occurred (10+ inches) requiring modification to the way stormwater was directed around the site. Several stormwater diversionary swales were designed and installed to redirect the overland flow from entering the constructed wetland. Several large rainfall events have occurred since the diversionary swales were installed and no additional stormwater issues have resulted. The resulting constructed wetlands have shown a significant reduction in both nitrogen and phosphates. The engineering cost was approximately \$140k.

Oyster Bay Wastewater Treatment Plant (WWTP)/Wakulla County Forcemain Interconnect for Talquin Electric, Inc., Wakulla County, FL. Senior Engineer and Project Manager for the design and permitting of the forcemain and lift station. The project consists of the installation of 5.1 miles of 6-inch diameter force main in southern Wakulla County. The project requires permitting through FDEP and the U.S. Army Corp of Engineers. Sedimentation and runoff are a major concern with this project due the surrounding wetlands within the area of construction. This project also consists of the abandonment of the existing WWTP located on the southern end of the force main and the installation of a 12-foot diameter, 14-foot deep lift station. Due to the remote location of the lift station, one of the existing tanks from the abandoned WWTP was reused as a surge tank in the event of an emergency. The construction cost is approximately \$674k.

Wakulla Water System Upgrade for Talquin Electric, Inc., Wakulla County, FL. Engineer and Project Manager for the water quality modeling and design of treatment system for target contaminates. The existing system had fluctuating levels of iron, bromide, manganese, and organics that were producing periodic issues with FDEP disinfection byproducts permit limits. Historically, a sequestering agent was used to keep the target contaminates in suspension and minimize the formation of the disinfection by-products. It was theorized that the sequestering agent was allowing iron and manganese to be released and oxidized, requiring additional chlorine to be injected to maintain residual, in-turn increasing the DBP formation. Multiple treatment options were evaluated to remove the target contaminates prior to chlorine disinfection, including but not limited to, UV oxidation, ozone, ion exchange, and manganese-oxide coated media. Due to several pre-cursors present in the water, the most feasible option was determined to be the manganese-oxide coated media. A manganese oxide coated silica pressurized filter system was designed to treat the target contaminates. The system is currently being installed on two of the three well sites. The mechanical start-up on the two existing wells was in June 2017. The total construction cost is estimated at \$1.8 million.



Steven J. Peene, Ph.D. *Technical Advisor / Senior Scientist*

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE Total: 28 With Current Firm: 22

EDUCATION

Ph.D., Coastal and Oceanographic Engineering, University of Florida, 1995

M.S., Coastal and Oceanographic Engineering, University of Florida, 1987

B.S., Civil Engineering, Lehigh University, 1982

AREAS OF SPECIALIZATION

- Multidimensional circulation, transport and water quality modeling and analyses
- Design and implementation of hydrodynamic and water quality monitoring programs

EXPERIENCE SUMMARY

Dr. Peene has extensive experience in water resources analysis including watershed planning; evaluation of non-point and point source pollution in surface water systems; hydrologic, hydrodynamic, and water quality modeling for lakes, rivers, estuaries, coastal embayments, and offshore; evaluation of impacts to ecological resources in surface waters; and design and implementation of monitoring in surface water systems. He is experienced in the management and coordination of large interdisciplinary projects involving public and agency participation and has managed several major projects. for clients that examine the effects of physical, chemical, and hydrologic changes in surface water systems, both freshwater and estuarine.

RELEVANT EXPERIENCE:

Little River Watershed Water Quality Monitoring Program, Leon County, FL: Project Manager. Evaluated water quality and pollutant loads within the Little River Watershed. Developed a monitoring program and plan, established field and laboratory protocols, and oversaw the implementation of the sampling program. The project provided data for the determination of annual average loads of nutrient and coliforms from the watershed, and to evaluate the impacts of point-source and non-point source discharges to the watershed.

Lake Talquin Total Maximum Daily Load (TMDL) Support for Leon County, Leon County, FL: Project Manager. Providing ongoing technical and legal support to Leon County on the TMDL for Lake Talquin developed by the Florida Department of Environmental Protection (FDEP). During TMDL development, reviewed model input files and output, provided technical advice to FDEP and US Environmental Protection Agency (EPA) on the development of the watershed, hydrodynamic and water quality models. Currently providing support to FDEP (through Leon County) in a legal challenge by BASF Industries. Models included the LSPC model for watershed loadings, the EFDC model for receiving water hydrodynamics, and WASP model for receiving water quality.

Lake Killarney, Kinsale and Kanturk Water Quality Support, Tallahassee, FL: Project Manager. Responsible for analyzing ambient and storm event water quality data to determine the impairment status of a chain of lakes in Tallahassee, Florida. Provided ongoing coordination between the City of Tallahassee and FDEP staff to assess the ambient and storm event data against Florida's adopted numeric nutrient criteria (NNC).

Lee County Nitrogen Load Reduction Plan, Lee County, FL: Principal-in-Charge. Developed a plan to address pollutant loads to the tidal Caloosahatchee River. The study evaluated water quality conditions within the tributaries to the tidal Caloosahatchee to identify areas with the highest anthropogenic loads. Based upon this evaluation, project areas and source reduction strategies were identified to reduce loadings of nutrients to the system.

TMDL/BMAP/NPDES Support for FDOT, Various Counties, FL. Principal-in-Charge. Provide statewide support on TMDL, NPDES, and water quality issues. Specific work includes assessment and technical review of potential water body impairment listings and TMDLS impacting FDOT, assessment and technical review of BMAP allocations through TMDL implementation to assure load reductions assigned to FDOT are fair and equitable, development of alternative TMDLs and BMAP allocations, coordination and interaction with FDEP and EPA on behalf of FDOT, and review and comments on proposed water quality regulations that may impact FDOT, including specific work on numeric nutrient criteria.

TMDL and NPDES Support for Pasco County, FL. Principal-in-Charge. Continuing services contract to provide general water quality, NPDES, listing, TMDL, and BMAP support to the County's Stormwater Department with a focus on water quality issues. Tasks include review and comments on Phase I MS4 permit, TMDL reviews on numerous waterbodies, and development of a Prioritization Plan under the Phase I permit requirements. ATM has been successful in putting in abeyance or moving to TMDL not-needed numerous waterbodies throughout the County.

Water Quality Based Effluent Limitations (WQBEL) for Everglades Protection Areas: Project Manager. Developed multidimensional hydrodynamic and water quality models to assess the fate and transport of phosphorus through Water Protection Areas (WPA) 1, 2, and 3. The models were utilized in the development of WQBEL for the discharges from the stormwater treatment areas.



Stephen Swann, P.E.

Technical Advisor / Senior Environmental Engineer

OFFICE LOCATION

Jacksonville, FL

YEARS OF EXPERIENCE

Total: 30 With Current Firm: 24

EDUCATION

ME, Environmental Engineering, University of Florida, 1993 BS, Environmental Engineering, University of Florida, 1988

REGISTRATION/CERTIFICATIONS

Professional Engineer, FL # 46716

AREAS OF SPECIALIZATION

- · Wastewater effluent reuse
- Wastewater treatment systems
- Water quality evaluations
- Nutrient management plans
- Environmental impact assessments
- Permitting

EXPERIENCE SUMMARY

Mr. Swann works with municipal, industrial, and agricultural clients to develop methodologies and management systems to help assure sustainability and limit environmental impacts of both proposed and existing projects. These efforts result in the development of infrastructure plans, wastewater treatment systems, hydrologic modeling analyses, and environmental impact assessments. He performs TMDL and water quality evaluations and nutrient management planning; designs effluent management systems, stormwater and wastewater treatment systems, wastewater reuse systems, and wetland systems; and secures NPDES and groundwater permits.

RELEVANT EXPERIENCE:

Mixing Zone Evaluation, Naval Air Station (NAS) Jacksonville Wastewater Treatment
Plant (WWTP), Jacksonville, FL. Project Manager. Responsible for the development
of a mixing zone model to simulate dilution conditions at the NAS Jacksonville
WWTP multi-port diffuser outfall. This project required defining ambient flow
velocity conditions, a statistical analysis of the effluent and ambient receiving water
quality, and development of a mixing zone based on results of a Visual PLUMES
model analysis.

Arlington East Wastewater Treatment Facility (WWTF) Process Evaluation,

Jacksonville, FL. Project Manager. Responsible for researching high chlorine demand issues with the WWTF's effluent reuse system. Tasks included a facility evaluation, records review, and review of operational protocols to pinpoint the reasons for the high chlorine demand.

JEA Nassau Water Reclamation Facility (WRF) Receiving Wetlands Evaluation, Yulee, FL. Project Manager. Responsible for developing a plan of study to diagnose contributing sources to the observed total phosphorus (TP) concentrations in the swamp system including internal wetland processes, external nutrient contributions and how they relate to receiving water quality for the Yulee Swamp, a receiving wetland for highly treated effluent from the WRF.

Lake Butler WWTF Permit Renewal, Lake Butler, FL. Project Manager. Responsible for the evaluation of the operational capabilities of the City's WWTF and land application system and preparation of a permit renewal package. The permit renewal included evaluation of groundwater quality, request for reduction in monitoring, capacity analysis report, and operation and maintenance performance report. This evaluation resulted in a reduction of monitoring requirements and a corresponding decrease in monitoring costs for the City.

<u>FDOT I-10 Rest Area WWTF, Okaloosa County, FL.</u> Project Manager. Responsible for an evaluation of the WWTF with respect to nutrient concentrations in the treated effluent. The results of the evaluation were utilized to make process changes that allowed this facility to reduce nutrient loadings prior to discharge to a land application system.

Clay County Utility Authority (CCUA) Mixing Zone Analyses, Clay County, FL. Project Manager. Due to difficulties in meeting chronic toxicity standards at two CCUA wastewater facilities, evaluated effluent data and ambient monitoring data and developed a Visual PLUMES dilution model for outfalls at both facilities to support a strategy for reduced monitoring and permitting of mixing zones.

Aquaculture Wastewater Reuse System Design, Starke, FL. Project Manager. Responsible for the development of a pilot treatment system, which utilized existing storage ponds at an aquaculture facility, to determine the treatability of up to 300,000 gallons per day of wastewater. Based on the results of the pilot system, ATM designed a concept-level wastewater treatment system with heat recovery to allow the facility to conserve both water and heat by reusing the treated wastewater in the system. The wastewater treatment system is online and successfully treating the effluent from the farm for eventual reuse.

FDOT Total Maximum Daily Load (TMDL) Management Plan, FL. Project Engineer. Tasked with the evaluation of proposed and existing TMDL requirements for several waterbodies throughout Florida. The goal of these efforts was to assure that the TMDLs being proposed were fair and reasonable, and to help the FDOT determine what measures could be taken to help meet the TMDL requirements.



Janet K. Hearn, P.E.
Sr. Water Resources Engineer

OFFICE LOCATION Gainesville, FL

YEARS OF EXPERIENCE

Total: 33 With Current Firm: 17

EDUCATION

M.S., Coastal and Oceanographic Engineering, University of Florida, 1987

B.S., Civil Engineering, Oregon State University, 1981

REGISTRATION/CERTIFICATIONS
Professional Engineer, Florida #47110

AREAS OF SPECIALIZATION

- · Water quality studies
- Hydrologic studies
- Total maximum daily load (TMDL) development
- Basin management action plan (BMAP) support
- National Pollutant Discharge Elimination System (NPDES) compliance

EXPERIENCE SUMMARY

Ms. Hearn is a senior water resources engineer more than 33 years' experience designing and executing hydrologic, water quality, and sediment sampling studies in both freshwater and ocean environments. Study results have been used for instream habitat assessments, flood evaluations, impact assessments, and determination of compliance with NPDES permits. She has extensive knowledge regarding the TMDL and BMAP programs in Florida, and serves as a technical advisor, haison and advocate on TMDL and BMAP issues for many government clients.

RELEVANT EXPERIENCE:

City of Tallahassee Nitrogen Source Inventory Loading Tool (NSILT) Review,

Tallahassee, FL: Project manager and technical lead for a detailed review on behalf
of the City of Tallahassee of the Wakulla Springs Nitrogen Source Inventory Loading
Tool (NSILT) prepared by FDEP. Coordinated with FDEP and the City on
recommended improvements to the NSILT.

Lee County Nitrogen Load Reduction Plan, Lee County, FL: Project Manager.

Developed a plan to address pollutant loads to the tidal Caloosahatchee River. The study evaluated water quality conditions within the tributaries to the tidal Caloosahatchee to identify areas with the highest anthropogenic loads. Based upon this evaluation, project areas and source reduction strategies were identified to reduce loadings of nutrients to the system. ATM developed a nitrogen loading "hot spot" analysis to identify optimum areas for water quality improvement projects and worked with Lee County to site and design best management practices to achieve the nitrogen reduction goals.

<u>Feasibility Study for Stormwater Treatment Area for FDOT District 1, Okeechobee County, FL:</u> Project Manager. Developed a preliminary feasibility study for three options for water quality improvement in the Lake Okeechobee Basin to be constructed in conjunction with the extension of S.R. 710 in Okeechobee County. Options considered include a 60-acre stormwater treatment area; flow diversion through biosorption activated media; and increased water storage and nutrient removal through restoration of an impacted wetland. The study was completed in direct coordination with FDEP and South Florida Water Management District. Both total nitrogen and total phosphorus load reductions were calculated in addition to preliminary design, construction, and maintenance costs.

Lee County TMDL, BMAP, and Water Quality Support, Lee County, FL: Project Manager. Ongoing review of US Environmental Protection Agency (EPA) and Florida Department of Environmental Protection (FDEP) TMDL documents affecting Lee County and for review of nutrient load allocations and calculation of nutrient reduction credits for implementation of the TMDLs through the BMAP process. ATM's recommendation to utilize a more robust and scientifically justifiable alternative to FDEP's load calculation methodology for the Hendry Creek and Imperial River BMAPs resulted in a potential savings to Lee County of tens of millions of dollars by decreasing required total nitrogen reductions by 73%. Works with the County to review proposed impaired waters listings and provides technical support for the County's MS4 permit.

Pasco County TMDL and Water Quality Support, Pasco County, FL: Project Manager and technical lead for comprehensive water quality, TMDL, and BMAP support. Developed a countywide TMDL plan to address issues raised by TMDLs proposed by FDEP and EPA. Prepared the Cycle 3 and Cycle 4 TMDL Prioritization Reports on behalf of Pasco County and co-permittees. Performs ongoing uploads of water quality data to STORET/WIN. Works with the County to develop technical comments on draft TMDLs.

FDOT TMDL and Water Quality Support, FL: Project manager and technical lead for comprehensive water quality, TMDL, BMAP and NPDES support services to FDOT under a \$2.5 million, 5-year contract. Manages and coordinates efforts among four subconsultant firms to ensure adequate representation on behalf of FDOT. Specific tasks include review of draft TMDLs and BMAPs and preparation of written comments, review of proposed impairment listings, maintenance of a comprehensive statewide TMDL database, overview and participation in BMAPs statewide, and coordinating with Central Office, District Offices, and FDEP on NPDES issues.



Eric J. Byrne, P.E. Water Resources Engineer

OFFICE LOCATION Atlanta, GA

YEARS OF EXPERIENCE

Total: 16 With Current Firm: 10

EDUCATION

B.S., Civil Engineering, Rensselaer Polytechnic Institute, 2001

REGISTRATION/CERTIFICATIONS

Professional Engineer, GA #032187

AREAS OF SPECIALIZATION

- Water resources engineering
- Geotechnical engineering
- Watershed modeling
- Hydrologic and hydraulic modeling
- Hydrodynamic modeling
- Water quality modeling
- · Geomorphic assessment
- Best management practice (BMP) modeling

EXPERIENCE SUMMARY

Mr. Byrne's water resource. experience includes green infrastructure design, watershed management plans, stormwater BMPs, stream restoration design, watershed modeling, hydrodynamic and water quality modeling, planning and performing geomorphic assessments, BMP modeling, and low impact development (LID) concepts. Mr. Byrne has experience with numerous subsurface explorations, sampling plans, and engineering analysis for public and private civil works and environmental projects. He also has experience with water-based and environmental investigations including sediment sampling, river assessments, water quality data collection, and contaminate delineation.

RELEVANT EXPERIENCE:

BMP Analysis for the Capital Cascades Trail Segment 3D Regional Stormwater Facility (RSF), City of Tallahassee, Florida. December 2016–April 2017. Water Resources Engineer. Analyzed stormwater treatment BMPs for the Segment 3D RSF that would optimize the nutrient treatment in the facility. Evaluated a variety of potential BMPs including biosorption activated media (BAM), gabions, vegetation, up-flow filters, and stormwater reuse. Calculated the estimated nutrient reduction benefits and costs for each option, provided cost estimates and concept designs, and prioritized BMPs to provide recommendations.

Cape Coral Stormwater Management Prioritization. City of Cape Coral, Florida. April 2014—June 2015. Project Manager/Water Resources Engineer. Created a suite of models capable of simulating hydrology and water quality within the city drainage, quantifying the effect of stormwater BMPs on water quality, and optimizing the type and placement of BMPs within the city watersheds to reduce pollutant loads. The optimization routines provide the framework for cost-effective planning of stormwater infrastructure improvements, as well as assessment of the practicality of implementing BMPs to meet regulatory requirements for water quality. Tasks included providing oversight for the hydrology and water quality modeling effort, evaluating and developing projects into a priority list, and drafting conceptual design plans for selected priority projects.

Foe Killer Creek Watershed Improvement Plan. City of Alpharetta, Georgia. January 2015–Present. Project Engineer. Support the development of a watershed improvement plan (WIP) for Foe Killer Creek, which is impaired due to fecal coliform bacteria and biota due to sediment. Tasks include: review water quality data and previous studies; evaluate existing conditions of stream; evaluate upland areas to identify hydrology problems and sources of pollution; identify management alternatives and restoration opportunities; and perform a cost-benefit analysis for recommended projects. Prepare a WIP document in accordance with state regulations and MS4 permit conditions.

Athens-Clarke County Impaired Stream Sampling. Athens-Clarke County, Georgia.

May 2015—Present. Project Manager. Developing a long-term monitoring plan and sampling quality assurance plan for all of the impaired waters with MS4 outfalls in the county. Tetra Tech is performing all sampling, data management, and annual reporting for two years. Results from the sampling effort will be used to determine implementation strategies for BMPs and ultimately to delist the impaired streams from the 303(d) list. Of note was the addition of implementing a fecal bacteria source tracking program in conjunction with the monitoring plan sampling efforts to identify stressor sources. This provides additional cost savings to the County for sampling and also supports future cost savings towards delisting the impaired waters.

Athens-Clarke County Watershed Improvement Program. Athens-Clarke County, Georgia. October 2008—Present. Project Manager. The purpose of this project was to develop countywide watershed management plans. Tasks included developing a long-term monitoring plan and sampling quality assurance plan for impaired waters within the county, planning and implementation of a wet weather sampling plan, data review and analysis protocols, watershed characterizations, modeling of existing hydrologic and water quality conditions, management strategy analysis to identify and select appropriate management practices, stream restoration opportunity analysis and recommendations, modeling of management practices/BMP scenarios for each of the watersheds, and concept designs for each the BMP recommendations.



Alan Baker, P.G. Senior GIS Analyst

OFFICE LOCATION: Tallahassee, FL

YEARS OF EXPERIENCE: Total: 20 With Current Firm: 14

EDUCATION:

B.S., Geology, Florida State University, 1994

REGISTRATION/CERTIFICATIONS
Professional Geologist, Florida #2324

AREAS OF SPECIALIZATION

- GIS data development and management
- Predictive vulnerability assessment
- Environmental sensitivity analysis
- Predictive statistical modeling
- SQL, PL/SQL and Oracle database systems
- Spatial raster analysis

EXPERIENCE SUMMARY

Mr. Baker is a licensed professional geologist with 20 years experience in the application of GIS in pollution analyses, environmental assessments, and site selection. He applies predictive spatial analysis and GIS-based environmental modeling, completes custom and interactive map design, performs municipal infrastructure digitization and mapping, real property analysis, and executes three-dimensional conceptualization.

PROJECT EXPERIENCE:

Leon County Aquifer Vulnerability Assessment, Leon County, Florida. 2007. Project Manager. Implemented Weights of Evidence statistical modeling method to predict the relative vulnerability of the Floridan Aquifer System (FAS) to contamination from land surface in the Leon County project area. The model relied on a set of point locations of a known occurrence (training points) combined with diverse spatial data to generate predictive models. Training points were groundwater wells tapping the FAS with water quality data indicative of high recharge. The primary result of the project was a county-wide aquifer vulnerability map depicting the relative probability of a unit area's vulnerability from activities at land surface. Model input developed for the project included: two models of aquifer confinement for the FAS; a county-wide soil hydraulic conductivity map; and water quality datasets derived from various sources including dissolved oxygen and dissolved nitrogen throughout the county.

Florida Aquifer Vulnerability Assessment, Phase 2, Various Locations in Florida. 2006 to 2009. Principal. Developed a value-added groundwater protection tool for water resource and planning professionals through characterization of the natural (or intrinsic) vulnerability of various study areas throughout Florida. Primary results of project were eight aquifer vulnerability models of the Floridan Aquifer System (FAS), Intermediate Aquifer System (IAS), and Surficial Aquifer System (SAS). Intensive model data development was completed using GIS, including karst approximation maps, soils data map, depth to water models, and digital elevation model. Public outreach was a component of the project that included development of a poster and brochure and numerous speaking engagements to educate potential end users and general public.

Alachua County Aquifer Protection Zone Map, Alachua County, Florida. 2008.

Principal. Developed a statistical-based aquifer protection zone map in GIS that is used for land planning and environmental regulation, enabling improved decisions to be made about aquifer vulnerability. The model was based on the Alachua County Aquifer Vulnerability Assessment (ACAVA) for the Floridan Aquifer System (FAS). Generalization of ACAVA model output was completed by combining hydrogeological expertise and several statistical methods of normalizing ACAVA model results. Analyses included statistical functions such as: boundary clean, focal majority, focal mean, focal median, and Euclidean distance. Additional data was incorporated including recharge potential zones of the Brooksville Ridge deposits.

Environmental Sensitivity Analysis, Lake Murial in Northern Bay County, Florida.

2006 to 2007. Principal. Implemented Fuzzy Logic and Weighted Overlay Analysis to develop two site-specific maps displaying relative vulnerability of the FAS across the site, and general environmental sensitivity of the site based both on aquifer vulnerability and surface water features. All data analyses and model generation were accomplished through application of GIS modeling. Estimated ground water and surface water flow paths were added to model output to evaluate potential fate of surface water and ground water exiting the site and to evaluate the relative location of the site regarding local hydrogeology and hydrology.

<u>Site Assessment for Proposed Wellfield, Live Oak, Florida. 2004 to 2005.</u> Principal. Developed a report describing methodology used to identify suitable properties for a proposed well field using index and overlay methods. Assisted in the application of a ranking system in GiS to a variety of hydrologic, infrastructure, and property or parcel data to determine the best location. Worked with others to develop a data coverage library including components such as location of existing well fields, land use, hydrologic features, location of karst features, top of FAS, thickness of sediments overlying the FAS, location of transportation features (rail and roadway), and parcel data.



Marcy Frick, REM Sr. Water Resources Engineer

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE

Total: 15 With Current Firm: 3

EDUCATION

M.S., Environmental Engineering Sciences, University of Florida, 2007 B.S., Environmental Sciences and Engineering, University of North Carolina at Chapel Hill, 2003

REGISTRATION/CERTIFICATIONS Registered Environmental Manager

Registered Environmental Manager

AREAS OF SPECIALIZATION

- Watershed assessment and management
- Water quality improvement projects development
- Water resources planning
- Stormwater project effectiveness evaluation
- Total Maximum Daily Load (TMDL) implementation
- Stakeholder coordination, meeting facilitation and documentation

EXPERIENCE SUMMARY

Ms. Frick has more than 15 years of environmental science, natural resource planning, committee facilitation, water resource management, and water and wastewater infrastructure planning experience. She has supported TMDL implementation throughout Florida, including the development of basin management action plans (BMAPs). She also supports local governments in evaluating water quality restoration targets to determine how to most cost-effectively meet water quality requirements and meet permit requirements.

RELEVANT EXPERIENCE:

Biosorption Activated Media (BAM) Analysis for the Primary Springs Protection Zone (PSPZ), City of Tallahassee, Florida. March 2017-September 2017. Project Manager/Water Resources Analyst. The City of Tallahassee requested analysis of the potential benefits of BAM within the PSPZ for use in dry retention stormwater treatment facilities. Prepared a spreadsheet model to estimate the nutrient loading. Evaluated the costs and benefits of retrofitting existing City-owned/ maintained stormwater facilities in the PSPZ, as well as the benefits of adding BAM in treatment of future development to determine if the stormwater treatment protection standards should be modified to reduce groundwater loading to and Wakulla Spring.

ArcGIS-Based Nitrate Load Estimation Toolkit (ArcNLET) Model Development and Septic System Loading Evaluation. City of Vero Beach, FL. January 2018 – Present. Project Manager. The City of Vero Beach has approximately 1,500 homes on septic systems, and they have converted approximately 100 of these homes to Septic Tank Effluent Pumping (STEP) systems to connect them to the sewer system. Tasks include data collection and development of an ArcNLET model to quantify the water quality benefits of converting the existing septic systems to STEP systems. Preparing draft and final reports with information on the water quality benefits by area.

BMP Analysis for the Capital Cascades Trail Segment 3D Regional Stormwater Facility (RSF), City of Tallahassee, Florida. December 2016-April 2017. Senior Water Resources Engineer. The City requested analysis of stormwater treatment BMPs for the Segment 3D RSF that would optimize the nutrient treatment in the facility. Evaluated a variety of potential BMPs including BAM, gabions, vegetation, up-flow filters, and stormwater reuse. Calculated the estimated nutrient reduction benefits and costs for each option, and prioritized BMPs to provide recommendations.

Pilot Program to Provide Incentive for Implementation of Low Impact Development (LID) Techniques, City of Tallahassee, Florida. September 2017-July 2018. Project Manager/Water Resources Analyst. The purpose of this project was to develop an LID manual that be will used by developers to identify LID projects and apply for cost-share from the City. Developed the manual with cut sheets for the eligible LID best management practices (BMPs) and created a water quality analysis spreadsheet tool for developers and the City to determine the water quality benefits of the LID projects.

Develop Geodatabases to Represent Rivers and Springs for Regional Groundwater
Flow Models, Northwest Florida Water Management District (NWFWMD), February
2017-December 2017. Project Manager. NWFWMD is developing regional
groundwater flow models. Tetra Tech developed attributed district-wide
geodatabases to support representation of streams and springs in these models. The
geodatabases were used to develop MODFLOW boundary packages in a
Groundwater Vistas project for the Eastern District regional groundwater flow
model. Provided project management oversight of the geodatabase development
and coordinated with NWFWMD staff on project needs. Prepared project memos
and reports to summarize the process and results.

Technical Support on BMAPs, Florida Department of Environmental Protection (FDEP). April 2016-present. Project Manager. Providing technical support services on several BMAPs throughout the state. Provided input on project credit calculations for the Indian River Lagoon BMAPs, which is being used in other BMAPs; calculated nutrient load allocations and required reductions for the responsible stakeholders in the Lake Jesup BMAP; calculated credits for projects submitted for the Lake Jesup BMAP; calculating nutrient load allocations and required reductions for the Caloosahatchee Estuary BMAP; and calculating nutrient load allocations and required reductions for the St. Lucie River and Estuary BMAP.



Cathy Foerster, AICP

Senior Water Resources Planner

OFFICE LOCATION

Gainesville and St. Augustine, FL

YEARS OF EXPERIENCE

Total: 24 With Current Firm: ≤1

EDUCATION

B.A., Legal Studies, University of Central Florida, 1993

REGISTRATION/CERTIFICATIONS Certified Land Planner, AICP #016300

AREAS OF SPECIALIZATION

- Water resources planning
- Water supply planning
- Community planning
- Public participation
- Technical Editing

EXPERIENCE SUMMARY

Ms. Foerster's expertise includes the preparation of water quality improvement plans, reasonable assurance plans, water supply facilities work plans, and water supply plans. During her tenure at St. Johns River Water Management District (SJRWMD), she achieved consensus with consulting, local, and state government planners on water supply and water resource policies. She also prepared portions of the District Water Supply Plan, District Strategic Plan, Water Resource Development Work Program, and Alternative Water Supplies Annual Report. Ms. Foerster excels at editing and managing preparation of technical documents and coordinating diverse stakeholders who contribute to the final product.

RELEVANT EXPERIENCE:

Outstanding Florida Springs (OFS) Basin Management Action Plans (BMAPs), Springs Coast Basin, Suwannee River Basin, and Jackson Blue Basin, Various Counties, FL. 2016 to 2018. Senior Planner. As a contractor to the Florida Department of Environmental Protection (FDEP), served as the primary author and was responsible for stakeholder coordination, creation of project metrics workbook, pollutant calculation workbook, project credit work workbook, and BMAP document for the following OFS BMAPs.

- Crystal River/Kings Bay
- Weeki Wachee Spring and Magnolia-Aripeka Springs
- Homosassa and Chassahowitzka Springs
- Suwannee River Basin
- Jackson Blue Spring

Reasonable Assurance Plans (RAPs), Various Counties, FL, 2016 to 2018. Senior Planner. As a contractor to FDEP, served as the primary author and was responsible for stakeholder coordination, creation of project metrics workbook, project credit work workbook, and RAP documents (draft water quality improvement plans) for Loxahatchee River and the Florida Keys 2017 Update.

Annual Progress Reports for Surface Water BMAPs, Various Counties, FL. 2016 to 2017. Senior Planner. Assisted FDEP with project collection from stakeholders to update project metrics workbook; identify progress made during the reporting period; draft and edit annual report; and participate in annual public meeting with stakeholders for the following BMAP annual progress reports:

- Lake Okeechobee 2016 Annual Progress Report (2017)
- Caloosahatchee Estuary 2016 Annual Progress Report (2017)
- Everglades West Coast 2016 Annual Progress Report (2017)
- Hillsborough River 2016 Annual Progress Report (2016)
- Lower St. Johns River Main Stem 2015 Annual Progress Report (2016)

St. Johns River Water Management District (SJRWMD) Water Resources

Documentation, Various Counties, FL. 2012 to 2014. Intergovernmental Planner.

Provided planning assistance and overall document preparation on the following legislatively mandated annual documents:

- SJRWMD Water Resource Development Work Program (2013 and 2014)
- SJRWMD Alternative Water Supplies Annual Report (2013 and 2014)
- SJRWMD Consolidated Annual Report (2012, 2013, and 2014)
- SJRWMD Water Supply Impact Study User's Manual (2014)

Water Supply Facilities Work Plans on Behalf of Local Governments within the SJRWMD Jurisdiction. 2007 to 2014. Intergovernmental Planner. Provided technical planning assistance to local governments in the preparation and adoption of plans to ensure adequate water supplies and facilities for a 20-year planning horizon.

Wetland Reserve Plans of Operation (WRPOs) for the U.S. Army Corps of Engineers on behalf of the Natural Resources Conservation Service, Highlands and Hendry Counties, Florida. 2015 to 2016. Senior Planner. Provided planning assistance and overall document preparation for two WRPOs, that upon implementation, will restore approximately 7,000 acres in Highlands and Hendry Counties.

<u>Town & Country Community Plan, Hillsborough County, Florida. 2000.</u> Lead planner in the preparation of a master plan for a 9.5 square mile special focus area and an area of influence 37 square miles in size. Issues included revitalization and rehabilitation of the urban core within the special focus area. Facilitated several community workshops during the planning process.



Robert Burleson, P.E.

Sr. Water Resources Engineer

OFFICE LOCATION

Gainesville, FL

YEARS OF EXPERIENCE

Total: 30 With Current Firm: 18

EDUCATION

M.E., Agricultural Engineering, University of Florida, 1988 B.S.E., Agricultural Engineering, University of Florida, 1984 BS.BA., Finance, University of Florida, 1979

REGISTRATION/CERTIFICATIONS

Professional Engineer, Florida #42497

AREAS OF SPECIALIZATION

- Surface and groundwater hydrology
- Hydrologic, hydrodynamic, and water quality modeling
- Stormwater management
- Urban and agricultural best management practices (BMPs)

EXPERIENCE SUMMARY

Mr. Burleson's professional experience includes hydrologic research and analysis, water quality assessments, river basin management plans, stormwater master plans, floodplain analysis, watershed and water quality modeling, effluent disposal and wetland treatment system design, and wetland mitigation. He has applied various hydrologic, hydrodynamic, and water quality models including SWMM, ICPR, PONDS, HEC-HMS, HEC-2, HEC-RAS, MODFLOW, BASINS, WASP, PLUMES, CORMIX. DHI-MIKE ECO Lab, ArcGIS, and Groundwater Vistas.

RELEVANT EXPERIENCE:

Lake Killarney System Hydrologic Assessment, Tallahassee, FL: Senior Engineer. Performed an analysis of historical hydrological conditions in the Lake Killarney system in support of and evaluation of lake water quality. Developed hydrologic criteria for inclusion of collected water quality data contained in the Impaired Waters Rule (IWR) database and to guide future water quality sampling efforts.

<u>Innovative Stormwater BMPs for Market District Project, Tallahassee, FL:</u> Senior Engineer. Developed pollutant load estimates and estimated load reductions to support the design of innovative stormwater BMPs for the Market District Project.

Lake Talquin Total Maximum Daily Load (TMDL) Review, Leon County, FL: Senior Engineer. Performed a review of models utilized in the development of the TMDL for Lake Talquin. Models included the LSPC model for watershed loadings, the EFDC model for receiving water hydrodynamics, and WASP model for receiving water quality.

<u>Lee County Nitrogen Load Reduction Plan, Lee County, FL:</u> Senior Engineer.

Performed analysis of water quality data, assessed pollutant loads and developed project alternatives to assist Lee County in achieving reductions in total nitrogen as required by the Caloosahatchee Estuary Basin Management Action Plan (BMAP).

FDOT District 5 Lake Jesup TMDL Model Reviews and BMAP Allocations, FL: Project Manager and Senior Engineer. Provided technical support on the Lake Jesup TMDL/BMAP and other lake TMDLs within the Lake Jesup Watershed. Performed review of models to ensure FDOT District 5 historic treatment data, BMP data and other FDOT-related data were incorporated, provided overview of pollutant load sources and summary of estimated loadings from respective sources, reviewed the allocation approach proposed by FDEP, and provided a summary of approach and draft allocations for FDOT District 5.

Turnbull Creek Watershed Management Plan, Volusia County, FL: Project Manager. Performed engineering studies to develop a comprehensive watershed management plan for the 17-square mile Turnbull Creek Watershed. The study involved a comprehensive evaluation of present and future hydrologic/hydraulic conditions as well as stormwater quantity and quality, nonpoint source pollutant loadings, and BMPs. Alternatives to correct flooding and water quality problems for both present and future land use conditions were developed and evaluated. Surface water monitoring plans to meet NPDES requirements and cost estimates of recommended alternatives were developed. Recommendations included a capital improvements program, non-structural BMP implementation, and ordinance and regulatory modifications. SWMM-IV, EXTRAN unsteady flow model and the spreadsheet model, NPSLAM were used for performing water quantity and water quality evaluations.

Conceptual Water Resource and Wetland Management Plan, Glades County, FL: Project Manager. Prepared a comprehensive water resource and wetland management plan for the 33,000-acre Brighton Seminole Reservation in Glades County. Long-term data records for precipitation, irrigation water use, canal flows, and runoff and canal water quality data for phosphorus were evaluated in conjunction with present and future land use plans to develop water supply and treatment needs for the reservation. The developed water resource and wetland management plan provides increased water storage capacity, improved water distribution, and improved water quality treatment to meet Lake Okeechobee TMDL requirements for phosphorus and facilitates future development plans.



Ming Ye, Ph.D.

Groundwater Modeler

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE Total: 16 With Current Firm: 12

EDUCATION

Ph.D., Hydrology, University of Arizona, 2002 B.S., Geology, Nanjing University, China, 1997

AREAS OF SPECIALIZATION

- Numerical modeling of groundwater flow and solute transport in porous, fracture, and karst media
- Nitrogen reactive transport modeling
- Karst spring recession analysis
- Sinkhole studies
- Uncertainty quantification

EXPERIENCE SUMMARY

Dr. Ye is an expert in modeling to simulate groundwater flow and solute transport in the subsurface environment. He is a part time employee of JSA and professor in hydrogeology at Florida State University (FSU). He developed software ArcNLET (ArcGIS-based Nitrogen Load Estimation Toolkit) for simulating nitrogen transport from septic system drainfields first to the water table and ultimately to surface waterbodies. This software is used in Florida for nitrogen load estimation. He also has the expertise of groundwater reactive transport modeling that simulates geochemical reactions (e.g., nitrogen reactions) in the pathways of groundwater flow and transport.

RELEVANT EXPERIENCE:

GIS-based Software for Estimating Nitrate Fate and Transport from Septic Systems in Surficial Aquifers, funded by Florida Department of Environmental Protection to FSU (\$487,309). September 2011—August 2017. Principal Investigator (FSU). Developed a software, ArcNLET, an ArcGIS-based Nitrogen Load Estimation Toolkit, to simulate nitrogen transport from septic drainfields to surface waterbodies and to estimate nitrogen load from septic systems to surface waterbodies. Led the software development and its application at a number of sites located in seven counties across the state to support total maximum daily load (TMDL) and basin management action plan (BMAP) practices. The application included model development and calibration. Dr. Ye presented modeling results to stakeholders in public meetings.

Computational Bayesian Framework for Quantification and Reduction of Predictive Uncertainty in Groundwater Reactive Transport Modeling, funded by U.S.

Department of Energy to FSU (\$761,437). July 2012—June 2018. Principal Investigator (FSU). Developed a framework for simulating reactive transport of the contaminants through numerical modeling of groundwater flow, solute transport, and biogeochemical reactions of the contaminants. The framework also quantifies predictive uncertainty of the reactive transport modeling to support decision—making of groundwater remediation. The framework is mathematically general and can be used for various problems of groundwater remediation.

Multimodel Bayesian Data-Worth Analysis for Groundwater Remediation Design.
Funded by the U.S. National Science Foundation to FSU (\$455,361). August 2016 –
July 2019. Principal Investigator (FSU). In groundwater modeling, it always happens
that a groundwater system can be simulated by multiple alternative models. It is
critical to consider the model uncertainty in remediation design so that the design
goal can be achieved. This project is to develop a method for groundwater
remediation design under model uncertainty. A data-worth analysis will be
conducted to identify the data of the most value for decreasing not only the risk of
failure but also the model uncertainty.

Turning a Lake Sinkhole Event into Natural/Man-Made Tracer Experiments and Data Collection Campaign for Advanced Understanding of Karst Hydrogeology and Solute Transport. Funded by the U.S. National Science Foundation to FSU (\$49,773). March 2018–February 2019. Principal Investigator (FSU). Karst hydrogeology is complicated because groundwater flows in triple media consisting of matrix, fracture, and conduits. It is always difficult to characterize the aquifer heterogeneity. Two sinkholes occurred in Lake Miccosukee, and part of the lake was drained into the Floridan aquifer through the sinkhole and connected karst conduits. This project connected data of groundwater flow and environmental tracers and conducted a dye tracer experiment for characterizing the aquifer heterogeneity and for advanced understanding of groundwater flow and solute transport in the Floridan aquifer.

Multi-model and Multi-scale Global Sensitivity Analysis for Identifying Controlling Processes of Complex Systems. Funded by the U.S. Department of Energy to FSU (\$200,000). August 2018 – July 2019. Principal Investigator (FSU). An environmental system is always complex in the sense that the system involves a large number of physical, chemical, and biological processes and their interactions at multiple scales. This project is to use global sensitivity analysis methods to identify the controlling processes and their interactions. This is important for simulating complex systems, because it is impossible and also unnecessary to simulate all system processes.



Richard Hicks, P.G. Senior Geoscientist

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE

Total: 38 With Current Firm: ≤1

EDUCATION

B. S., Geology, Georgia State University, 1978

REGISTRATION/CERTIFICATIONS

Professional Geologist, FL #00056

AREAS OF SPECIALIZATION

- Hydrogeology
- Groundwater-surface water interaction
- Springs
- Onsite treatment and disposal systems (OSTDS)
- Contamination site assessment

EXPERIENCE SUMMARY

Mr. Hicks' experience includes development and implementation of a wide variety of groundwater studies and tools to evaluate urban and agricultural land use impacts on groundwater and spring water quality in support of restoration plan development, conducting pilot studies to evaluate passive nitrogen reducing septic systems, and developing total maximum daily loads (TMDLs) and nitrogen inventories for springs. He also has many years of experience in directing and conducting assessments of groundwater contamination under state and federal programs.

RELEVANT EXPERIENCE:

Onsite Treatment and Disposal System Research in Florida. While with the Florida Department of Environmental Protection (FDEP), Mr. Hicks conducted and directed several studies to evaluate the environmental fate of conventional and enhanced nitrogen removing onsite treatment systems in Florida.

- In 2007-2008, he managed and participated in a joint study to evaluate the
 environmental fate of nitrogen beneath conventional septic systems in Leon and
 Wakulla Counties in the Wakulla Springs contributing area.
- In a second phase of work in the Wakulla Springs area, in 2007-2008, he
 worked with FSU to evaluate the treatment provided by performance-based
 treatment systems (PBTS) installed at residences in the spring protection area.
- In 2009-2010, he partnered with the Florida Institute of Technology to conduct
 a study evaluating the environmental fate of nitrogen from septic systems installed
 in the Jacksonville area along tributaries of the Lower St. Johns River to help
 evaluate the overall influence of septic systems on nitrogen impairment of the river
 system.
- In 2015-2016, he conducted a cooperative study with the Center for Property Rights in the Wekiwa Springs area to evaluate the influence of conventional septic systems on groundwater and potentially the springs.
- In 2016, he designed and installed a passive nitrogen-reducing system at a
 residential site in Apopka that consists of a lined lignocellulose layer consisting of
 recycled wood mulch beneath a conventional drainfield that was consistent with the
 lined drainfield enhancement installed under the Florida Department of Health's
 passive nitrogen removal system study. This system is still in operation and
 monitoring data continue show effective treatment.

Developing Tools for Evaluating Nitrogen Loading from OSTDS to Surface Water. While with FDEP, Mr. Hicks and his staff worked with FSU on development of a simplified geographic information system (GIS)-based two-dimensional model (ArcNLET) to estimate the attenuation and discharge of nitrogen from areas served by septic systems to nearby surface waterbodies. This model has become the main tool used by stakeholders and FDEP to help evaluate septic system impacts and to estimate the benefits of projects to reduce or eliminate nitrogen loads from septic systems in coastal areas.

Evaluation of Environmental Impacts at Septage Land Application Sites. This study, conducted by FDEP at the request of the Florida Legislature, was conducted in 2015-2016 in cooperation with the Florida Onsite Wastewater Association (FOWA) at 12 permitted septage land application sites across north and central Florida. It evaluated the influence of soil and groundwater conditions and land management practices on the fate of applied nitrogen in the underlying aquifer. The final report on this study was submitted to the Legislature in 2017. Mr. Hicks designed and directed the study, coordinated with FOWA and landowners, and produced the report.

Development of Nitrogen Inventories and Priority Focus Areas for Outstanding Florida Springs. While at FDEP, Mr. Hicks coordinated the development of nitrogen inventories to estimate anthropogenic inputs of nitrogen to groundwater in areas that contribute recharge to springs that can be used as a tool for land use planning. Mr. Hicks coordinated and directed staff in the development of nitrogen inventories for Outstanding Florida Springs (OFS) in response to direction from the Florida Legislature under the Florida Springs and Aquifer Protection Act. In addition, he used GIS tools to define priority focus areas (PFAs) for more than 20 OFS based on springshed areas, aquifer vulnerability characteristics, and nitrogen source information. Nitrogen inventories and PFAs are adopted as integral parts of the basin management action plans for nitrogen-impaired springs.



Victor D'Amato, P.E. Sr. Water Resources Engineer

OFFICE LOCATION Research Triangle Park, NC

YEARS OF EXPERIENCE

Total: 25 With Current Firm: 10

EDUCATION

M.S.E.E., Water Resources Engineering, University of North Carolina, 1994 B.S., Civil Engineering, Penn State University, 1991

REGISTRATION/CERTIFICATIONS Professional Engineer, NC, SC, VA, WV

AREAS OF SPECIALIZATION

- Distributed water reclamation, resource recovery/reuse
- Water and wastewater treatment system energy management
- Wastewater treatment process and hydraulic engineering
- Applied environmental research and technology development
- Watershed-scale nutrient management

EXPERIENCE SUMMARY

Mr. D'Amato has internationally recognized expertise in innovative wastewater infrastructure planning and implementation approaches, including the use of distributed and decentralized systems, integrated water reclamation and waste-related resource recovery and reuse at multiple scales, and aggressive energy management programs. He also has extensive experience reducing nutrient pollution at multiple scales ranging from individual treatment systems to large watersheds. Mr. D'Amato is the current Vice Chair of the Decentralized Wastewater Committee of the Water Environment Federation (WEF).

RELEVANT EXPERIENCE:

Develop Approaches to Reduce Maryland's Onsite Sewage Disposal System (OSDS) Nitrogen Loads, MDE/USEPA Region 3 Chesapeake Bay Program. August 2018-Present. Project Manager and lead engineer for a project supporting the state of Maryland's Phase III Chesapeake Bay TMDL Watershed Implementation Plan (WIP) strategy for reducing nitrogen loading from OSDS by developing, evaluating and comparing options based on cost per unit load reduction and additional co-benefits Products of the analysis will include a prioritized list of nutrient reduction projects which could include sewering, clustering and advanced onsite treatment, among others, based on spatially differentiated factors. Recommendations for the development of a data management framework to accommodate OSDS data and a user-friendly access interface will also be developed.

Chesapeake Bay Watershed Implementation Planning, EPA Region 3 and Maryland Department of the Environment. March 2010 - September 2011. Managed project to develop a statewide strategy for reducing watershed nutrient loadings associated with more than 400,000 existing septic systems in the state, while ensuring that Maryland's smart growth goals are met. Included GIS-based nutrient loading and reduction analyses and prioritization of subwatershed areas for onsite system upgrades, cluster nutrient removal systems, and sewer extension. Also developed implementation guidance and recommendations.

Decentralized Wastewater Feasibility Study, Town of Lake Santeetlah, NC. July 2015 - March 2017. Engineer-of-Record and Project Manager to develop a plan to provide town-wide wastewater management considering a range of centralized and decentralized wastewater treatment alternatives. Included detailed evaluation of existing parcels for wastewater dispersal, conceptual design and cost estimation, ownership and managerial evaluation, financial viability analysis, funding source evaluation and acquisition of funding, and negotiation assistance and policy development.

Jordan Lake Watershed Management, Triangle J Council of Governments (Research Triangle Park, NC). May 2012 - June 2013. Managed inventory and analysis of nondischarging (onsite septic and cluster) systems in the watershed to determine locations of parcels currently served by onsite and cluster systems, and specific locations of onsite and cluster soil dispersal areas within parcels. Also refined estimates of net nutrient delivery from these systems using the latest and best available science to better inform water quality modeling.

Seaforth High School Wastewater System Design, Chatham County Schools (Pittsboro, NC). December 2016 - Present. Engineer-of-Record for new, relatively large onsite wastewater treatment and reuse system to serve a new 1,400 student high school in a rapidly growing area in northeastern Chatham County, NC. Because the site is about a mile away from Jordan Lake, a nutrient-impaired drinking water supply for communities in North Carolina's Triangle region, nutrient treatment, resource recovery and reuse are an important element of the project, Scope includes site evaluation, engineering design and construction administration. System design elements include recirculating sand filters, upflow wood chip filter for passive denitrification, ultraviolet and chlorine disinfection, reuse for toilet flushing and irrigating athletic fields and dispersal via spray irrigation in a forested area.

Decentralized Water Resources Summary Research and Outreach Materials, WERF, EPA ORD. December 2009 - December 2010. Co-principal investigator to prepare outreach products to help target audiences understand, locate, and make use of the key findings and resources produced from a 13-year, \$16-million cooperative research program to improve understanding and strengthen training and practice in decentralized wastewater and stormwater treatment.



Carter Belvin, P.E.

Sr. Environmental Engineer

OFFICE LOCATION

Gainesville, FL

YEARS OF EXPERIENCE

Total: 27 With Current Firm: 10

EDUCATION

B.S., Environmental Engineering, University of Flarida, 1997

REGISTRATION/CERTIFICATIONS

Professional Engineer, Florida #57967

AREAS OF SPECIALIZATION

- Water, wastewater and solid waste engineering
- Stormwater design and permitting
- Environmental impact assessments
- Concept and feasibility design and planning
- Regulatory/environmental compliance and permitting

EXPERIENCE SUMMARY

Mr. Belvin 's experience includes a wide range of project types including land development, chemical, industrial, mining, solid waste, water resources, potable water, wastewater, stormwater, and natural system restoration. For many of these projects, he was involved from the feasibility/conceptual stage through construction completion. Services included feasibility and conceptual planning, engineering design, permitting, project/program management, field engineering, procurement, construction, and startup support.

RELEVANT EXPERIENCE:

Advent Christian Village, Nutrient Management Plan, Lake Dowling, FL. Senior Environmental Engineer. Conducting soil sampling and updating a nutrient management plan for a biosolids application site. The plan will be incorporated into a permit application to the Florida Department of Environmental Protection (FDEP) to reauthorize use of the biosolids site.

Lancaster Correctional Facility Wastewater Treatment Facility (WWTF), Trenton, FL. Project Engineer. Increased capacity of the WWTF from 0.120 million gallons per day (mgd) to 0.250 mgd by designing improvements that included a 17-acre effluent sprayfield, two 200,000-gallon effluent storage ponds, three new sludge drying beds, influent pumping station improvements, and relining of two existing effluent storage ponds.

Okeechobee Utility Authority (OUA), Wastewater Services, Okeechobee, FL. Project Engineer. Prepared a water reclamation/reuse feasibility report, hydraulic analyses of water distribution and wastewater collection facilities, and portions of a master utility facilities plan. Performed field investigations/studies, computer-generated mapping with associated hydraulic simulations, and final report generation.

Cemetery Road Wastewater Treatment Facility (WWTF) Permit Modification, OUA, Okeechobee, FL. Project Engineer. Successfully modified an environmental resource permit to allow an outfall structure for a perimeter ditch surrounding the WWTF.

Sanitary Sewer Retrofit, OUA, Okeechobee, FL. Project Engineer. Completed sanitary sewer design to retrofit an existing service area that had a limited sanitary collection system with many small pump stations. Replaced this limited system with a larger collection system and a single pump station. Provided design, permitting, bid preparation, soll testing, construction site meetings, and coordination.

<u>Wastewater Effluent Disposal, Lakeport, FL.</u> Project Engineer. Performed design and permitting for a wastewater effluent wetland treatment and disposal system. Facilitated construction bidding, selection, and planning. Assisted in repermitting of the facility to expand the disposal capacity.

Meadows Water Reclamation Facility, Tallahassee, FL. Project Engineer. Performed professional engineering and permitting services associated with the design and selection of wastewater treatment process and equipment to replace an existing secondary treatment facility with a modern tertiary facility.

<u>Mayo Correctional Facility Water Improvements, Mayo, FL.</u> Senior Environmental Engineer. Provided planning, engineering design plans, specifications, and estimates for upgrades required for the facility's elevated storage tank and piping system. Provided construction support services.

Ichetucknee Trace, Columbia County, FL. Senior Environmental Engineer. Prepared detail level engineering plans to develop flood abatement alternatives for the Clay Hole Creek-Cannon Creek-Price Creek and Alligator Lake watershed system. The project included water quality and quantity through aquifer recharge, increase in storage capacity and attenuation, erosion control protection, stormwater control structures to promote more efficient use of storage, swale/canal construction, and stormwater pumping stations with associated force mains and generators.

Magnolia Engineering, LLC

Carmen Bourgeois Greene, P.E.

Sr. Environmental Engineer

OFFICE LOCATION

Tallahassee, FL

YEARS OF EXPERIENCE

With Current Firm: 6

EDUCATION

M.E., Environmental Engineering, University of Florida, 1984 B.S., Civil Engineering, University of Florida, 1981

REGISTRATION/CERTIFICATIONS

Professional Engineer, FL and GA MWBE, Leon County

AREAS OF SPECIALIZATION

- Environmental Engineering
- Civil Engineering
- Onsite sewage treatment and disposal systems (OSTDS)

EXPERIENCE SUMMARY

Ms. Greene has extensive experience in stormwater design and modeling, flood studies, water and wastewater design, road design and construction, OSTDS, and other civil and environmental engineering projects. She is a previous president of the Big Bend Chapter of the Florida Engineering Society and has received two awards from the society, including Young Engineer of the Year and Outstanding Technical Achievement. Her community service activities include the Leon County Permit Process Improvement Group, Septic Tank Advisory Committee and MBE/WBE Citizens Committee. She served on the Leon County Code Enforcement Board from 2009 to 2017.

RELEVANT EXPERIENCE:

Daysprings School, Marianna, FL. Principal Engineer. Design of an onsite sewage treatment and disposal system with low-pressure dosing for an 8,500 square feet addition to the school.

Bannerman Road Restaurant, Tallahassee, FL. Principal Engineer. Design of an onsite sewage treatment and disposal system with low-pressure dosing for a 50-seat restaurant.

Sikes Cut Area Septic System Feasibility Analysis, St. George Island, FL. Project Engineer. Evaluated soils, development density, and other factors to determine the feasibility of OSTDS for a residential development.

Clipper Bay OSTDS, St. George Island, FL. Project Engineer. Prepared plans and specifications for OSTDS to serve eight lots on the bay side of St. George Island.

Pan Food Stores #1 and #2 Wastewater, Leon County, FL. Principal Engineer. Design of an activated carbon filter and disposal system to treat and dispose of the overflow wastewater from a car wash because sewer is not available.

Deertree Hills Wastewater Treatment Plant (WWTP), Tallahassee, FL. Principal Engineer. Worked closely with the City of Tallahassee and Deertree Hills Homeowners Association to connect the Deertree Hills community to City sewer to eliminate the WWTP point source discharge to Gum Swamp, thereby bringing Deertree Hills into compliance with a Florida Department of Environmental Protection (FDEP) consent order.

Southern Bell Trailer Park WWTP, Tallahassee, FL. Principal Engineer. Provided design, bidding and construction services on a WWTP upgrade and collection system. Through her efforts, the treatment plant was brought into compliance with its FDEP permit and consent order after ten years of non-compliance. The project received the "Outstanding Technical Achievement" award from the Big Bend Chapter of the Florida Engineering Society.

Quincy Farms, Quincy, FL. Project Engineer. Design of onsite treatment and disposal systems for wastewater from mushroom-growing operations. Variances were obtained from FDEP and the local health department.

Drip Systems, Georgia, Project Engineer. Design of residential drip or "emitter" systems for several residences in south Georgia, to overcome the limitations of clay soils with high groundwater tables. Aerobic treatment systems were used.

Jefferson Correctional Institution, Florida Department of Corrections, Monticello, FL. Project Engineer. Design of a 200,000 gallon per day extended aeration wastewater treatment plant. Disposal was to the surrounding wetlands, and the project received one of the first permits for a wetlands discharge under the new FDEP rules enacted at that time.

Tallahassee Sprayfied Expansion, Tallahassee, FL. Project Engineer. Developed a master plan for expansion of the existing effluent disposal drainfield. Examined alternatives for disposal, such as golf course irrigation.

East Central Regional Wastewater Treatment Plant, West Palm Beach, FL. Project Engineer. Responsible for ensuring compliance with federal and state regulations necessary to receive SRF loan funding.



Scott Sigler, P.G.
Sr. Geologist/Hydrologist

OFFICE LOCATION
Tallahassee, FL

YEARS OF EXPERIENCE

Total: 24 With Current Firm: 14

EDUCATION

M.S., Chemical Oceanography, Florida State University B.S., Geology, Florida State University

Professional Geologist, El #2471

Professional Geologist, FL#2471, GA#2062

AREAS OF SPECIALIZATION

- Geologic investigations
- Field processes
- Sampling
- Quality assurance plans

EXPERIENCE SUMMARY

Mr. Sigler has over 16 years of experience in site assessment investigations including the coordination and design of investigative research, sampling strategies, supervising field collections, data analysis, interpretation and report preparation. He supervises programs to determine geologic and hydrochemical profiles of soil, groundwater and surface water, and is also a consultant in the development of research models, environmental permitting, and site health and safety. Mr. Sigler has consulted on water quality issues for marine and fresh water fish, marine mammals, aquaculture, recreational attractions and bottled water.

RELEVANT EXPERIENCE:

Surface and Groundwater Interaction Investigation: Lake Lochloosa and Orange
Lake, Florida Department of Management Services and Florida Department of
Environmental Protection (FDEP), Alachua and Marion Counties, FL. Project
Manager. Examined the groundwater pathway as a conveyance for enriching
nutrients and evaluated how natural nutrient levels in the aquifer matrix, and
anthropogenic sources such as septic systems, may be related to nutrient loading
within the Orange Lake Basin. Identified current and historic land uses for
qualification of loading types, examination of soil lithology and surficial aquifer units
throughout the region by direct push techniques (DPT), and the collection of
representative soil and groundwater samples for laboratory analysis. Prepared a
Quality Assurance Project Plan and served as the JSA Project Manager overseeing
the processes of authorized access to public and private land, geological site
characterization, sample collection, data acquisition and the submission of
deliverables to the participating agencies.

Hydrogeological Investigation: Pumping Test and Aquifer Investigation, Florida
Panhandle. Project Manager. Conducted a geologic investigation characterizing the hydrogeologic, chemical and physical properties of a Florida panhandle spring and its associated source aquifer. Tasks included conducting multiple soil borings by DPT to identify water bearing formations and confining strata, the installation of piezometers throughout the basin, construction of a pumping well, development of a static weir at the spring head and performing a pumping test. Water samples were also collected from the spring and aquifer for comparison of chemical characteristics. The goal of the study was to improve the knowledge of the spring and aquifer, particularly with respect to the degree of hydraulic connectivity between them. Mr. Sigler served as the JSA Project Manager overseeing the field processes of lithologic description, piezometer installation, sample collection, pumping test and data acquisition and the submission of deliverables to the client.

Ridge Citrus Fertilization Best Management Practice Verification Study, FDEP, FL.
Project Manager. This project was conducted in coordination with the Florida
Department of Agriculture and Consumer Services (FDACS) and the University of
Florida's Institute of Food and Agricultural Sciences (IFAS). JSA provided the
preliminary field reconnaissance for site selections, installed new monitor well
technologies, nested well placement, and collected quarterly groundwater samples.
Mr. Sigler prepared the Quality Assurance Project Plan and oversaw the field
processes of site selection, well installation, sample collection, data acquisition and
the submission of deliverables to the participating agencies.

Freshwater Springs Hydrology and Geochemical Character Determination, Various Locations, FL. Senior Geologist. Assisting with regulatory documentation and consultation for local and national entities on springs classification, potentiometric surface mapping, semi-annual hydrology and consumption logs for District agencies, and meeting the requirements for bottled water standards per 21 CFR 165.110.

Nutrient Analysis of Apalachicola Bay, Franklin County, FL. Project Coordinator. This research project was directed at monitoring anthropogenic effects on nutrient mass balance in and around the Apalachicola Bay and river estuary. Monthly sample events were conducted to examine water column profiles for major nutrients, clarity, in-situ baseline parameters, sunlight intensity, salinity, and phytoplankton productivity. Mr. Sigler served as a logistics coordinator, field participant and data QA/QC reviewer.



Benjamin Rush, P.E. Sr. Environmental Engineer

OFFICE LOCATION

Tallahassee, FL

YEARS OF EXPERIENCE

With Current Firm: 10

EDUCATION

B.S., Environmental Engineering, University of Florida

REGISTRATION/CERTIFICATIONS

Professional Engineer, FL#68197 FDEP Stormwater Management Inspector #35974

AREAS OF SPECIALIZATION

- Environmental remediation
- Construction observation
- Operation and maintenance (0&M)
- Field inspections
- Sampling

EXPERIENCE SUMMARY

Mr. Rush has over 15 years of experience in environmental engineering, site assessment, and project management for remedial investigation/feasibility studies and remedial design/remedial action activities on contaminated sites throughout Florida and the U.S. He has experience with construction oversight for all civil projects including water, wastewater, remedial systems, and source removal activities; conducting engineering field inspections to monitor the effectiveness of remedial system operation and maintenance (O&M); assessing the performance of poliution control systems; conducting soil, groundwater, and air sampling; and development of remedial action plans and O&M reports.

RELEVANT EXPERIENCE:

Talquin Gadsden East Wastewater Treatment Plan (WWTP), Gadsden County, FL. Design Engineer. Assessed, designed, permitted and oversaw construction of a constructed wetland system at the Gadsden East WWTP. The design used a staged constructed wetlands system to provide additional treatment and allow for infiltration throughout the treatment train. The system consisted of approximately 7.7 acres of constructed wetlands that were created from existing rapid infiltration basins and new construction. The constructed wetlands have shown a significant reduction in both nitrogen and phosphates. This is a zero-discharge system.

Statewide Petroleum Restoration Program, Florida Department of Environmental Protection, Various Counties, FL. Principal Engineer. Manages various types of remedial action construction and O&M projects ranging from less that \$5,000 to \$1.2 million. Extensive experience in feasibility studies, remedial action plan development, bidding/proposal development and construction oversight. Designs and operates the following technologies: soil vapor extraction, in-situ air sparging, bioremediation, in-situ chemical injection, pump and treat, conventional excavation, large diameter auger excavation, and various innovative technologies and applications. The JSA contract includes restoration activities at over 65 different facilities and \$2.5 million project work completed to date.

Southwest Georgia Oil Company (SWGO), Various Locations, FL. Principal Engineer. Directs JSA's contract with SWGO to provide technical guidance and monitor environmental compliance issues related to over 50 existing or former petroleum retail facilities. Involved with petroleum assessments, engineering design, and implementation of remedial actions at seven sites; review technical reports prepared by other consultants to ensure state funds are appropriated in the best interest of SWGO at 16 sites; and manage SWGO's monthly underground storage tank inspection program for 48 petroleum retail facilities.



Craig Diamond *Sr. Economics Analyst*

OFFICE LOCATION
Tallahassee, FL

YEARS OF EXPERIENCE

Total: 34 With Current Firm: 6

EDUCATION

M.S., Environmental Engineering Sciences, University of Florida, 1984 B.S., Mathematics, Union College New York, 1976

AREAS OF SPECIALIZATION

- Environmental resource economics
- Environmental planning
- Surface water quality
- Springs protection
- Water supply planning
- Community resiliency

EXPERIENCE SUMMARY

Mr. Diamond served as supervisor of environmental planning for Leon County (1994-2007), during which time he managed the County's lake water quality monitoring program and its Citizens Water Resources Advisory Committee. He was responsible for the "LAVA" study and actively participated in OSTDS initiatives countywide. He conducted studies of nutrient loading to Lake Jackson from OSTDS and other sources. He continues to serve on the Florida Department of Health OSTDS Research Review and Advisory Committee, which evaluates the effectiveness of performance-based treatment systems (PBTS) statewide and in context of specific geologies.

RELEVANT EXPERIENCE:

Model Farms Economic Study, Southwest Florida Water Management District,

Various Counties, FL. 2016. Senior Analyst. Calculated groundwater offsets for
various project types to reduce average nitrogen loading, annual irrigation and cold
protection irrigation. Developed a reusable spreadsheet tool that can be utilized to
estimate the groundwater offsets and costs associated with various conservation
projects and production systems.

Shingle Creek Basin Stormwater Priorities Benefit Cost Analysis, Osceola County, FL. 2015. Senior Analyst. Developed and applied a cost benefit methodology to four priority stormwater improvement projects. In addition to incorporating direct cost data, developed estimates for operation and maintenance expenses, indirect costs (loss of ad valorem), nonmarket costs (loss of habitat), community benefits (avoided flood losses), and recreational and environmental benefits tied to water quality improvements (nitrogen and phosphorus).

Economic Value of Water Quality and Ecosystems Services in the St Johns River, St. Johns River Water Management District and University of North Florida, 2015.

Senior Analyst. Estimated the effects of water quality on property sales values for properties on or near the St Johns River, as revealed through property values. GIS was used to build a dataset for regression analysis using a hedonic model to quantify proximity effects of the river on property values in four counties (Putnam, Clay, St. Johns, and Duval). The statistical model considered physical property factors, location, and FDEP data reflecting water quality status throughout a ten-year period and tied to specific river segments. Waterfront properties with the highest water quality measures enjoyed an increased value premium of close to 24%, while properties with the lowest water quality measures saw this premium reduced to only 6% of sales price over properties without river frontage; implying a potential increase of nearly \$750 million in value if all properties saw the higher water quality.

<u>Using Earth Observations to Inform the Valuation of Ecosystem Services that Support Coastal Resilience, Various Gulf Coast States. 2018.</u> Co-Investigator. With the support of NASA's Applied Sciences Ecological Forecasting Program, investigated methods to apply satellite data to better inform coastal resource management and trend analysis of water quality and habitat conditions. Conducted literature review and five workshops with scientists and resource managers across five Gulf Coast states, and prepared recommendations for NASA implementation.

Cost-Benefit Analysis Tool, Sydney Catchment Authority, Australia. Contributed to the layout and data development (based on industry research, literature review, and past project results) for a cost-benefit analysis tool and protocol to assess proposed stormwater and central sewer (wastewater) projects under the Priority Pollutants Infrastructure Grants Program. The tool analyzes benefits and costs in terms of both present and future values. The final products included easy-to-use Excel workbooks that considered all appropriate costs and benefits (including water quality and environmental benefits), with user-friendly explanations and examples to allow rapid adoption of the newly standardized prioritization process.

Lachlan Valley Water Security Cost Benefit Analysis, Water New South Wales,

Australia. Conducted a cost benefit and willingness to pay study on water security
options for the Lachlan Valley. The cost benefit analysis of water security options
included dam upgrades, network/system realignments, new dam scenario and
multiple combinations of infrastructure upgrades and user benefits. Responsible for
survey management for choice set models and development of the analysis.



Valerie Seidel **Economist**

OFFICE LOCATION Winter Park, FL

YEARS OF EXPERIENCE

Total: 32 With Current Firm: 14

EDUCATION

Master of Commerce in Economics, University of Sydney, Australia B.S., Accounting, Economics, University of Tampa

AREAS OF SPECIALIZATION

- Econometric modeling
- Cost-benefit analysis
- Geographic Information Systems
- Multivariate regression analysis
- Natural resource valuation
- Public participation

EXPERIENCE SUMMARY

Ms. Seidle's economics experience focuses on infrastructure and natural resource valuation, GIS/statistical models of resource allocation and optimization, and cost-benefit analysis. She has completed projects researching economic impacts of development and environmental policies, economic values for species preservation, and application of econometric methods. She has proven ability to manage detailed and sensitive projects successfully, participate in public forums to address concerns of stakeholders, and generate innovative solutions to complex issues.

RELEVANT EXPERIENCE:

Economic Analysis of the District Waterways, Florida Inland Navigational District, Palm Beach County, FL. Principal. Completed surveys, GIS analysis and econometric modeling of use of the waterways and impacts of various dredging maintenance scenarios on local property values, spending, and commerce. Utilized hedonic modeling approaches, input-output modeling and original research to estimate producer surpluses for foreign trade zone areas not reflected in published tax and export data.

Analysis of Source Water Protection Programs, Tampa Bay Water, Various Counties, FL. Project Manager. Identified the best means to protect source waters for Tampa Bay Water from a comprehensive list of options, ranging from land acquisition or protective ordinances to expanded water quality monitoring and public outreach programs. Iterative surveys of expert panels and constituent leaders, detailed econometric modelling, and cost benefit analysis of final alternatives were used to prioritize alternatives that are most feasible and cost effective given financial, political, logistical, and other constraints. Costs and benefits evaluated include staff resources, environmental costs and benefits, social costs and benefits, and engineering/physical costs and benefits.

Econometric Forecasting to Support Models of Ecological Impacts, University of Central Florida. Principal. Developed an econometric model to predict individual landowner decisions for the Wekiva River Basin Area, a rural section, using 18 variables reflecting property values, projected roadway paths and GIS data. The land use maps forecast with 91% accuracy which 730+ of 1500+ parcels converting from rural to developed land use over a five-year period. Using the results to forecast future activity, projected development was overlaid with known biological diversity hotspots, priority wetlands and most effective recharge areas to identify sources of conflict. Outcomes allow for mitigation of fragmented habitat, management of development in environmentally sensitive areas and increased efficiency in transportation design.

Indian River Lagoon Total Maximum Daily Load Prioritization Study, St. Johns River Water Management District (SJRWMD), Brevard County, FL. Project Manager. This project required GIS and statistical modeling of the likely impacts of projected sea level rise on seagrass habitat. Using ecological assessments of historical seagrass habitat conditions and geological assessments of lagoon bathymetry, future scenarios of seagrass coverage are modeled in GIS to reflect the combined impact of (a) incremental sea level rise over three-time scenarios, (b) regulatory efforts to improve water quality, and (c) adjacent land uses, which may act as a physical boundary for seagrass migration. Mapping and calculation of fragmentation indices for seagrass patches under alternative scenarios were prepared for use by policymakers in addressing local regulations and/or alternatives.

Development of Parcel-Level Urban Consumption Estimates for the U.S. Geological Survey Peninsular Florida Model for Groundwater Recharge and Water Conservation Potential, SJRWMD, Various Counties, FL and GA. Project Manager. This project used GIS-based analysis and original "R" script to prepare numerical estimates for over 6 million parcels within 52 counties in Florida and Georgia. The model was used to estimate single-family and multi-family residential, commercial, industrial, and institutional water use based on parcel-level customer attributes and water utility billing databases for the U.S. Geological Survey Peninsular Florida Model. Estimation was accomplished with statistical, GIS, and numerical modelling software. Collected and compiled National Land Cover Data (NLCD), NAICS-coded commercial and industrial sector composition, parcel files, and U.S. Census data for water use estimation.



Misha Plis GIS Specialist / Modeler

OFFICE LOCATION Atlanta, GA

YEARS OF EXPERIENCE Total: 15 With Current Firm: 15

EDUCATION

M.S., Program and Project
Management, National Technical
University "Kharkov Polytech
Institute", 2008
B.S., Computer Science, National
Technical University "Kharkov
Polytech Institute", 2006

AREAS OF SPECIALIZATION

- ArcNLET
- Municipal water supply and storm/wastewater systems geographic information system (GIS) analysis
- GIS analysis
- Watershed hydrology and water quality modeling

EXPERIENCE SUMMARY

Mr. Plis specializes in GIS-related programs such as ESRI ArcGIS Desktop Suite and SDE, ESRI Model Builder/Python ArcGIS, ESRI ArcGIS Online, ESRI Collector, JambWOW, ESRI ArcView 3.3, MapWindow, Google Earth, SAGA and database management programs. He is familiar with Trimble Feature Definition Manager, AutoCAD, Civil 3D, RSMeans Costworks, Bentley Water CAD, Water GEMS Suite, Innovyze Info Water and H20Map Suite. Mr. Plis also has experience with watershed hydrology and water quality modeling using the Loading Simulation Program in C++ (LSPC), and CHAMP modeling.

RELEVANT EXPERIENCE:

ArcGIS-Based Nitrate Load Estimation Toolkit (ArcNLET) Model Development and Septic System Loading Evaluation. City of Vero Beach, FL. January 2018 – Present. GIS Lead Manager. The City of Vero Beach has approximately 1,500 homes on septic systems, and they have converted approximately 100 of these homes to septic tank effluent pumping (STEP) systems to connect them to the sewer system. Tasks include data collection and development of an ArcNLET model to quantify the water quality benefits of converting the existing septic systems to STEP systems, conduct sensitivity analysis, and prepare draft and final reports.

Develop Geodatabases to Represent Rivers and Springs for Regional Groundwater Flow Models. Northwest Florida Water Management District (NWFWMD). February 2017 – December 2017. Task Manager. Developed an attributed district-wide geodatabase containing 32,000 streams and springs. Developed an ArcGIS model to process and attribute independent groundwater modeling grids. The geodatabases will be used to develop MODFLOW boundary packages in a Groundwater Vistas project for the Eastern District regional groundwater flow model. Prepared project memos and reports to summarize the project process and results.

Best Management Practice (BMP) Analysis for the Capital Cascades Trail Segment 3D Regional Stormwater Facility (RSF). City of Tallahassee, FL. December 2016 – April 2017. GIS Lead. Analyzed stormwater treatment BMPs for the Segment 3D RSF that would optimize the nutrient treatment in the facility. Evaluated a variety of potential BMPs including biosorption activated media (BAM), gabions, vegetation, up-flow filters, and stormwater reuse. Calculated the estimated nutrient reduction benefits and costs for each option and developed concept designs for prioritized BMPs.

Cape Coral Stormwater Management Prioritization. City of Cape Coral, FL. April 2014 — June 2015. Task Manager. Created a suite of models capable of simulating hydrology and water quality within the city drainage, quantifying the effect of stormwater BMPs on water quality, and optimizing the type and placement of BMPs within the city watersheds to reduce pollutant loads. The optimization routines provide the framework for cost-effective planning of stormwater infrastructure improvements, as well as assessment of the practicality of implementing BMPs to meet regulatory requirements for water quality. Tasks included GIS data management and analysis, development of impervious areas, land use classifications, evaluating and developing projects into a priority list, meetings and discussions with client.

Sanitary Sewer System Evaluation, Azalea Park Inflow and Infiltration Study, City of Orlando, FL. August 2013 – March 2014. Task Manager. Supported software development for the custom GIS condition and criticality tool. The tool evaluates the criticality and condition for gravity and force mains, prioritizes and classifies the sewer system assets based on user parameters, and develops preliminary renewal and replacement recommendations.



Katie Hallas Scientist / Public Involvement

OFFICE LOCATION Tallahassee, FL

YEARS OF EXPERIENCE Total: 12 With Current Firm: ≤1

EDUCATION

M.S., Environmental Engineering Sciences, University of Florida, 2013 M.S., Oceanography, Florida State University, 2008 B.S., Animal and Dairy Sciences, Mississippi State University, 2004

REGISTRATION/CERTIFICATIONS

Facilitation Training, 2016, 2017

University of Florida Natural Resources Leadership Institute Alumnus, Class XVI

AREAS OF SPECIALIZATION

- Florida agricultural water policy
- Watershed assessment and management
- Water resources planning
- Total maximum daily load (TMDL) implementation
- Water quality analysis
- Meeting facilitation and documentation
- Public education program implementation

EXPERIENCE SUMMARY

Ms. Hallas has more than 12 years of environmental science, water resource management, natural resource and agricultural planning, facilitation, and public outreach experience. Ms. Hallas has supported TMDL and basin management action plan (BMAP) development and implementation throughout Florida. She also has experience with agricultural water supply planning and public education to reduce nonpoint source pollution.

RELEVANT EXPERIENCE:

Think About Personal Pollution (TAPP), City of Tallahassee, FL. 2011. Environmental Specialist. While employed with the City of Tallahassee, managed TAPP outreach campaign including presentations, administration, cost-share funds, and technical components. Spoke with various interest groups about the importance of stormwater pollution prevention. Oversaw all budget and invoice activities associated with the campaign. Secured additional grant funding to continue operating the campaign. Prepared and distributed educational materials for media and outreach events. Analyzed relevant stormwater data for inclusion in reports and conference discussions.

BMAP Basin Coordinator, Florida Department of Environmental Protection (FDEP), Tallahassee, FL. September 2011 - October 2014. Environmental Consultant. While employed at FDEP, lead the development of BMAPs for the St. Lucie River and Estuary and Lake Okeechobee. Worked on Trout River BMAP efforts as well as on the Lower St. Johns River and the three Indian River Lagoon BMAPs. Met with affected stakeholders to identify issues, possible projects for inclusion in the BMAPs, and monitoring stations. Calculated allocations and conducted public meetings.

BMAP Technical Support, FDEP, Various Counties, FL. January 2018 – Present. Project Scientist. Providing technical support services on several BMAPs throughout Florida. Assisting with projects tracking, allocation calculations, and report preparation.

Comprehensive Conservation and Management Plan (CCMP) Technical Support and Data Management Services, Indian River Lagoon National Estuary Program (IRLNEP). January 2018 – Present. Project Scientist. Tetra Tech is providing a broad range of technical support services to assist IRLNEP staff with the revision and implementation of the CCMP. Gathering projects from the five counties and 38 municipalities within the IRL Basin to prepare a project database with information on the costs and nutrient reduction benefits of the projects. Drafting action plans and associated CCMP update.

Statewide Overview of BMAPs and Water Supply Planning, Florida Department of Agriculture and Consumer Services (FDACS). March 2016 - January 2018. Environmental Administrator/Consultant. While employed at FDACS, managed four staff and directed their activities associated with FDACS' statewide involvement in TMDLs, BMAPs, and reasonable assurance plans, as well as in statewide water supply planning efforts. Coordinated with water management districts on agricultural issues pertaining to water quality and supply.

Florida Statewide Agricultural Irrigation Demand (FSAID), FDACS, Tallahassee, FL. March 2016 — January 2018. Environmental Administrator. While employed at FDACS, served as the FDACS contract manager for the FSAID contract. Managed the contractor tasked to develop a central data repository for agricultural water use. Coordinated with water management districts to obtain feedback on the FSAID contents and provided feedback to the contractor.



Alicia Barker Research Economist / GIS

OFFICE LOCATION Winter Park, FL

YEARS OF EXPERIENCE

Total: 6 With Current Firm: 6

EDUCATION

B.A., Economics, University of Central Florida, 2012

AREAS OF SPECIALIZATION

- Geographic Information Systems (GIS)
- Econometric modeling
- Cost-benefit analysis
- Database management
- Multivariate regression analysis

EXPERIENCE SUMMARY

Ms. Barker's experience includes econometric modeling, as well as conducting independent research to substantiate variables and assumptions, and identifying effective alternatives or approaches within a project. She has experience with costbenefit analysis and is an effective database manager. She works extensively with ArcGIS and the economic modeling software LIMDEP, R, and STATA to perform multivariate regression analyses.

RELEVANT EXPERIENCE:

Tampa Bay Estuary Program Fifty-Year Mitigation and Restoration Plan, Various Counties, FL Research Analyst. Created multiple GIS maps of the Tampa Bay Watershed to chart changes in land use and density, wetland composition, denitrification rates and the land development intensity index. Change analysis included establishing decision rules to identify anticipated land use changes and, coupled with alterations to wetland composition, to determine their impact on feasible preservation, restoration, and mitigation opportunities. Decision rule calculations were carried out in Microsoft Access. Calculated the percent change in wetland type and composition between 1950 and 2007 data sets in Microsoft Excel. Conducted GIS analysis at the watershed, municipality and drainage basin level to determine appropriate targets for sustainable mitigation.

Countywide Stormwater Needs Assessment Master Plan, Orange County, FL. Research Economist. Accessed over 1,000 Orange County stormwater management projects and prioritized the optimal allocation of resources. Using econometric techniques and GIS analysis, engineering aspects of flooding, erosion control, and water quality issues were evaluated against demographics, cost, and physical/topographic features to optimize costs and benefits. The analysis assigned a realistic prioritization methodology for ongoing use by the County, which can be updated as projects are completed or added, or as the relative importance of different project aspects change.

Indian River Lagoon Total Maximum Daily Load Prioritization Study, St. Johns River Water Management District (SIRWMD), Brevard County, FL. Research Economist/GIS Analyst. Constructed a GIS model of the Indian River Lagoon basin using existing shoreline, bathymetric, geographic and physiographic data. Assembled seagrass coverage as most recently mapped and compared with the proposed restoration and regrowth of historical segments. In addition, quantified changes in recent and restored seagrass coverage as a function of sea level rise.

Parcel-Level Urban Water Use Estimates for Groundwater Recharge and Water Conservation, SJRWMD, Various Counties, FL. Research Economist/GIS Analyst. Designed a GIS model to estimate single family and multi-family residential, commercial, industrial, and institutional water use based on parcel-level customer attributes and water use billing databases for the U.S. Geological Survey Peninsular Florida Model. Estimation accomplished with statistical, GIS, and numerical modeling software. Collected and compiled NLCD land cover, NAICS-coded commercial and industrial sector composition, parcel files, and US Census data for water use estimation in Georgia and other southern states outside of the Florida Model.

Stormwater Pond Sustainability Study, Orange County, FL. Research Economist. Project initiated to reduce/eliminate mowers (cost and emissions), and to create several sustainable pond schemes that can be applied countywide, based on a matrix of criteria. Selected representative pond site examples from a GIS database of over 1,500 ponds in order to assess pond vegetation concept scenarios with projected costs. Prepared economic benefits associated with alternative concepts, including avoided costs and community or environmental benefits. Based on the economic analysis of the individual pond scenarios, the cost-benefit was extrapolated on a countywide basis based on pond feasibility (issues, criteria, constraints). Demographic and site variables that may influence successful implementation were incorporated into the analysis to allow for spatial variability across the county.



Tab B. Experience with Projects of a Similar Type and Size



B.1 Representative Projects

The following five projects exemplify the JSA Team's experience within the last ten years. The key individuals identified for these projects are the same key personnel identified at Tab A for this project.

PROJECT #1

Talquin Water & Wastewater, Inc. - Continuing Engineering Wastewater Contract

Location of Project:

Leon, Wakulla, and Gadsden Counties, Florida

Firm's Responsibility:

Jim Stidham & Associates (JSA) – Lead Consultant

Project Owner Information:

Tim Waddle

Talquin Electric Cooperative operating as Talquin Water & Wastewater

1640 W. Jefferson St Quincy, FL 32351 (850) 878-4114

Tim.Waddle@talquinelectric.com

Project User Agency Info.:

Same as above

Project Completion Date:

1983 to Present

Project Manager and

Key Personnel:

Anthony Holley, P.E.: Water/Wastewater Design, Permitting, and

Construction

Scott Sigler, P.G.: Groundwater Sampling and Water Quality Analysis William Rollins, P.G.: Groundwater Modeling/Hydrogeology/Permitting

Project Cost/Value:

\$2.63 million (for the last 10 years)

Project Description:

Outside of the City of Tallahassee, Talquin Electric Cooperative (TEC) operating as Talquin Water & Wastewater, Inc., is the dominant supplier of sewer services in Leon County. TEC provides electricity, water, and wastewater services through its 17 water systems and 6 wastewater treatment facilities (WWTFs) to customers in Leon, Gadsden, Liberty, and Wakulla counties. JSA has provided continuous environmental and engineering services for TEC since 1983. These services include:

- Wastewater treatment, permitting and collection
- Water treatment, permitting, and distribution
- Water quality analysis
- Groundwater modeling
- Groundwater compliance monitoring and sampling

JSA designs and permits WWTFS for TEC and as a result, has an in-depth knowledge of each existing WWTF, including knowledge of capacity (current and planned), operating efficiency, collection system, and expansion plans. JSA works with TEC personnel on a near daily basis, providing the professional relationship that will be an asset to Leon County on the Comprehensive Wastewater Treatment Facilities Plan sewer capacity engineering analyses.

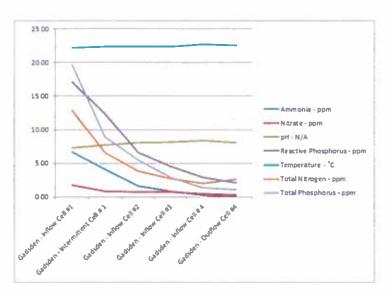


TEC has 6 wastewater treatment plants (WWTPs) located within the Wakulla Spring springshed. Of these, one is an advanced wastewater treatment facility. In 2014, JSA completed the design and construction of an innovative groundwater recharge constructed wetland system to allow for additional treatment to 0.250 million gallons per day (MGD) of WWTP effluent while providing aquifer recharge characteristics. The existing rapid infiltration basins were modified and additional ponds constructed to allow for



advanced treatment through the constructed wetland. In the design of this system, several P-k-C* and TIS computer models were created to determine the percolation rates, treatment efficiency, and size of the additional pond(s) required to meet a future flow rate of 0.5 MGD. System monitoring has found a nearly 85% reduction in nitrogen and phosphorus.

JSA is currently in the process of designing a second constructed wetland system for TEC's Killearn Lakes WWTP, also located within the springshed. In addition to the design and construction of these components, JSA also provides permitting of every TEC WWTP as well as groundwater sampling and reporting. JSA has a sampling team that coordinates with TEC to meet the requirements of their operating permits as they relate to groundwater monitoring. We complete these sampling events on a quarterly, bi-annual, or annual frequency.





PROJECT #2

Leon County Annawood Subdivision Septic-to-Sewer Project

Location of Project:

Leon County, Florida

Firm's Responsibility:

Jim Stidham & Associates (JSA) - Lead Consultant

Project Owner Information:

Tom Brantley Leon County

2280 Miccosukee Road Tallahassee, FL 32308

(850) 606-1551

brantleyt@leoncountyfl.gov

Project User Agency Info.:

Same as above

Project Completion Date:

June 2018 to March 2019

Project Manager and

Key Personnel:

Anthony Holley, P.E.: Gravity Sewer Design, Permitting, and Public

Outreach

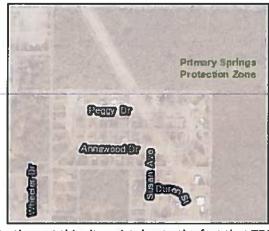
Project Cost/Value:

\$226,439

Project Description:

This project is part of a partially funded grant to convert designated communities from septic-to-sewer within the Primary Springs Protection Zone. The subdivision has a total of 52 subject parcels that must be included as part of the design. After connecting to the City of Tallahassee's central sewer system, the water will be able to achieve high level treatments at the wastewater facility treatment plant at Springhill Road and Capital Circle.

JSA is the engineer-of-record for this project, which requires an expedited time frame because this project will be connecting to a sewer stub out currently being



constructed in Woodside Heights (to the south). Complications at this site exist due to the fact that TEC provides water services to the residences in Annawood. JSA continue to coordinate between TEC and Leon County/City of Tallahassee (COT) to accelerate site construction and intricacies of service areas for water and wastewater for this multi-utility service area.

When initiating this project, JSA had early meetings with the Leon County Project Manager to understand and help accelerate project completion. JSA developed a schedule of tasks from start to finish including design, public outreach, permitting, bid procurement, and construction oversight. The project scope included public meetings within the subdivision to obtain affidavits for sewer connection.

Currently, JSA is at the 30% submittal mark. Upon approval of the submitted plans, JSA will be able to initiate permitting through Leon County, COT (FDEP Self-Permitting), and Northwest Florida Water Management District.



PROJECT #3

Leon County Continuing Water Quality Technical Support Services

Location of Project: Leon County, Florida

Firm's Responsibility: Applied Technology & Management (ATM) – Lead Consultant

Project Owner Information: Herb Thiele, County Attorney

Leon County

301 S. Monroe Street, Suite 202

Tallahassee, FL 32301 (850) 606-2500

ThieleH@leoncountyfl.gov

Project User Agency Info.: Project Completion Date:

Same as above 2006 to Present

Project Manager and

Key Personnel: Steven J. Peene, Ph.D., Project Manager

Robert Burleson, P.E., Sr. Water Resources Engineer

Project Cost/Value:

\$550,000 (estimated to date)

Project Description:

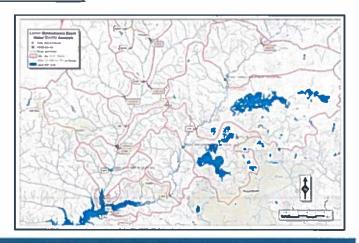
ATM has provided water quality and Total Maximum Daily Load (TMDL) technical support services to Leon County since 2006. The services have centered around three waterbodies: Lake Talquin, Little River and the Little River Watershed, and Lake Lafayette. The specific services for each waterbody is described below.

Lake Lafayette (2006)

FDEP developed a TMDL for nutrients in the Lake Lafayette Basin. As proposed, the TMDLs would have required substantial stormwater management improvements, affecting future projects and capital improvement plans for Leon County. The County sought to confirm that the TMDLs were scientifically and technically defensible. ATM reviewed available water quality and flow datasets, along with the methodology and assumptions associated with the proposed TMDLs to ensure that the corresponding reductions and subsequent revisions to these reductions would be protective of state water quality standards. ATM represented the County at meetings with FDEP and the City of Tallahassee. The proposed TMDLs were withdrawn by FDEP.

Little River Watershed and Lake Talquin (2006 to Present)

ATM evaluated the water quality and pollutant loads within the Little River Watershed to Lake Talquin. A monitoring program and plan were developed, field and laboratory protocols were established, and ATM staff administered the implementation of the sampling program. The project provided data for the determination of annual average loads of nutrients from the watershed and evaluated the impacts of point-source and non-point source discharges to the watershed and eventually to Lake Talquin.



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The sampling plan was designed to meet the stringent standards for data acceptance within the FDEP TMDL program.

Following the sampling of the Little River Watershed, ATM personnel worked extensively with Leon County in efforts to reduce the pollutant loads from the BASF facility discharging to the Little River watershed and flowing down into Lake Talquin. The work included extensive evaluations of the potential loads, identification of water quality issues within the tributaries and Lake Talquin from the loads, and identification of potential remedial action. ATM supported Leon County in its efforts to have the Georgia Environmental Protection Department and US Environmental Protection Agency (EPA) address the loads through implementation of a technically sound Technology Based Effluent Limitation (TBEL) analysis.

In 2014, FDEP identified Lake Talquin as impaired for chlorophyll a and began the process of developing the modeling tools and analyses to support the development of a TMDL. Through this process, ATM worked closely with FDEP and EPA by providing detailed review of a system of models used for the development of the TMDL by FDEP. The models included the LSPC model for watershed loadings, the EFDC model for receiving water hydrodynamics, and the WASP model for receiving water quality. Tasks included installation of the models developed by EPA, detailed review of all model inputs, assumptions and results and identification of model modification and issues relative to the calibration. ATM worked closely with FDEP and EPA to provide significant input on how to update and strengthen the models to be technically defensible.

In 2016, FDEP proposed a TMDL for Lake Talquin. BASF challenged the TMDL by filing for an administrative hearing. For the hearing, ATM personnel provided expert support services to prepare EPA and FDEP personnel for testimony prior to and during the hearing. FDEP lost the TMDL hearing based primarily on technical issues with the hydrodynamic modeling which had been identified prior to the hearing by ATM. Presently, ATM is working with EPA and FDEP to correct the hydrodynamic issues in the EFDC model in preparation for a revised TMDL to be proposed by FDEP.



PROJECT #4

Florida Aquifer Vulnerability Assessment (FAVA), Phase II Location of Project: Various Counties, Florida

Firm's Responsibility: Advanced GeoSpatial Inc. (AGI) – Lead Consultant

Project Owner Information: Florida Department of Environmental Protection (FDEP)/

Florida Geological Survey (FGS)

3000 Commonwealth Blvd., Tallahassee, FL 32303

Jonathan.Arthur@floridadep.gov

Project User Agency Info.:

Same as above

Project Completion Date:

2009

Project Manager and

Alan Baker, P.G., Project Manager

Project Cost/Value:

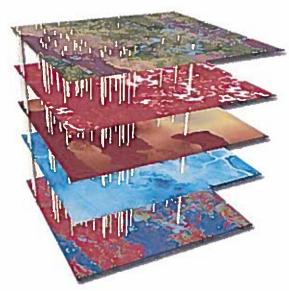
\$235,000

Project Description:

Key Personnel:

FDEP through FGS contracted with AGI to co-develop Phase II of the FAVA project. As part of this project, AGI developed the Wakulla County Aquifer Vulnerability Assessment (WCAVA) model characterizing the natural (or intrinsic) vulnerability of the Floridan Aquifer System (FAS) in Wakulla County. The primary purpose of this project was to provide FDEP and Wakulla County with a scientifically-defensible, water-resource management tool that can be used to help minimize adverse

impacts on groundwater quality. The project intent is to allow end users of the model to make improved decisions about aquifer vulnerability regarding model input selected, including focused protection of sensitive areas such as springsheds and groundwater recharge areas.



This conceptual model shows the three main components of an aquifer vulnerability assessment: the upper four layers represent soil conductivity; density of sinkhole features, material overlying the aquifer, and estimated aquifer recharge; yellow extruded lines are training points (monitor wells); and the lower layer is the model output, or aquifer vulnerability map.



PROJECT #5

Save Our Indian River Lagoon Project Plan

Location of Project: Brevard County, Florida
Firm's Responsibility: Tetra Tech – Lead Consultant

Project Owner Information: Virginia Barker

Brevard County Natural Resources Management Department

2725 Judge Fran Jamieson Way, Building A

Viera, FL 32940

(321) 633-2016 x52435

virginia.barker@brevardfl.gov

Project User Agency Info.:

Same as above

Project Completion Date:

May 2016 - August 2016

Project Manager and

Key Personnel: Marcy Frick, REM

Project Cost/Value: \$70,290

Project Description:

Tetra Tech developed a detailed project plan to meet water quality targets for Brevard County. Brevard County is located along the Indian River Lagoon (IRL) system, which is impaired by excessive nutrient inputs that are causing algal blooms, affecting seagrass, and leading to fish kills. The IRL is an important ecosystem in the state of Florida and the local governments and state agencies have been working together to restore the lagoon. One restoration element is the basin management action plan (BMAP) that outlines projects that have been or will be implemented in the near future. BMAPs have been adopted for the Banana River Lagoon (BRL), North IRL, and Central IRL, and Brevard County is a major stakeholder in all three plans.

Tetra Tech worked with the County to develop the Save Our Indian River Lagoon Project Plan that identifies projects to reduce external sources of nutrient loading to the lagoon including fertilizer management and public education, wastewater treatment facility upgrades to improve reclaimed water, septic system removal, septic system upgrades to nutrient removal systems, and stormwater treatment projects. The plan also identifies in-lagoon projects to remove nutrients from the lagoon itself through muck dredging. Projects to restore the natural ecosystem including oyster restoration and living shorelines are also provided. In addition, the plan includes funding to monitor the projects so that the plan can respond to new information and be adaptively managed over time.

As part of plan development, Tetra Tech estimated the nutrient load reduction benefits from the projects, as well as the project costs. The cost per pound of total nitrogen and



total phosphorus were calculated to ensure that the most cost-effective project options were selected for the plan. The reductions achieved from the proposed projects were compared to County TMDL targets in all three sub-lagoons to ensure that the recommended projects would achieve water quality



targets. In addition, the economic benefits of restoring the lagoon versus the economic losses of not restoring the lagoon were assessed to support the investment in project implementation.

Tetra Tech and County staff presented the plan to the Board of County Commissioners (BOCC) in August 2016. During this meeting, Tetra Tech helped to answer public questions related to plan elements. After BOCC adoption of the plan, the County placed a referendum on the November 2016 ballot for a half-cent sales tax to raise the funding necessary to implement the restoration projects. Tetra Tech assisted the County in creating a brochure that summarized the plan to help the public understand plan benefits and how the sales tax funding would be used. Tetra Tech also prepared responses to public comments about the plan that were posted to various Facebook groups. The information in the Save Our Indian River Lagoon Project Plan allowed the referendum to pass by more than 62% of the votes. The tax will raise an estimated \$48 million per year over 10 years. The County appointed a Citizen Oversight Committee to help manage the spending of the tax funding on projects. Tetra Tech is supporting the County and Citizen Oversight Committee in implementation of and updates to the Save Our Indian River Lagoon Plan.

This project plan provides the County with a detailed project list, which will be used to achieve IRL restoration. The County will be leveraging the tax funding by going after matching grant funding to expedite project implementation and/or implement additional projects.



B.2 Current Relevant Projects

The table below contains the names and descriptions of projects for which the JSA Team is presently under contract that demonstrate capabilities and qualifications for the County's Comprehensive Wastewater Treatment Facilities Plan.

Table 1. Current Relevant Projects for the JSA Team

JSA Team			
Member	Project Name	Project Description	Key Personnel
JSA	Annawood – Leon	Septic to sewer engineering design and	Anthony Holley, P.E
	County	permitting	Jay Peterson, P.E.
JSA	Talquin Electric	Continuing engineering services for Leon	Anthony Holley, P.E
	Cooperative	County WWTF sites	Jay Peterson, P.E.
	Wastewater	County WWW IF Sites	William Rollins, P.G
JSA	Eastpointe Water and	Funding procurement, modeling, WWTF	Anthony Holley, P.E
JOA	Sewer	design, and permitting	
	North Fort Myers	Identification of water quality	Steven Peene, Ph.D
ATM	Feasibility Study	improvement and flood abatement	Robert Burleson, P.
	reasibility Study	projects	Cathy Foerster, AIC
ATM	Leon County TMDL	Technical assistance on Lake Talquin EFDC	Steven Peene, Ph.D
ALIVI	Support	model	
ATM	Lee County Nitrogen	Identify and calculate credits associated	Janet Hearn, P.E.
ATIVI	Reduction Projects	with nitrogen reduction projects	
ATM	Pasco County Water	TARRES - A NEDEC	James Hanna D.C.
ATIVI	Quality Improvements	TMDL and NPDES support	Janet Hearn, P.E.
	FDOT	Comprehensive water quality, TMDL,	Steven Peene, Ph.
ATM			Janet Hearn, P.E.
	La collection	BMAP and NPDES support services	Cathy Foerster, AIC
		Evaluate the existing wetlands disposal	
	JEA Nassau WRF	systems to maximize discharge capacity	Stephen Swann, P.I
ATM	Improvements Phase 1A	and identify viable options for other	Robert Burleson, P.
		disposal alternatives	
		Update nutrient management plan for	Stephen Swann, P.I
ATM	Advent Christian Village	biosolids land application site	Carter Belvin, P.E.
			Carter Delvill, F.E.
	ArcNLET Model	Quantify the water quality benefits of	Marcy Fick, REM
Tetra Tech	Development and Septic	converting existing septic systems in Vero	Richard Hicks, P.G
	System Loading	Beach to STEP systems to determine BMAP	Misha Plis
	Evaluation	credits	
	Charlotte County East	Implement monitoring pre- and post- construction of septic tank removals	
Tetra Tech	and West Spring Lakes		14
	Quality Assurance		Marcy Fick, REM
	Project Plan (QAPP) and		
	Water Quality Analysis	Australia Burna 1 da 1 da	
Tetra Tech	Brevard Save Our Indian	Assisting Brevard County with	
	River Lagoon Project	implementation of the 10-year Save Our	Marcy Fick, REM
	Plan Implementation	Indian River Lagoon Project Plan	Misha Plis



JSA Team Member	Project Name	Project Description	Key Personnel
Tetra Tech	Indian River Lagoon National Estuary Program (IRLNEP) Comprehensive Conservation and Management Plan (CCMP) Technical Support and Data Management Services	Providing a broad range of technical support services to assist IRLNEP staff with the revision and implementation of the CCMP	Marcy Frick, REM Katie Hallas Misha Plis
The Balmoral Group	Risk-Based Vulnerability Assessment of the Indian River Lagoon to Climate Change	Evaluation of risk and impacts to the lagoon, including consideration of the unique risks associated with OSTDS and wastewater treatment facilities	Valerie Seidel Craig Diamond Dan Dourte, PhD
The Balmoral Group	FDEP Florida Water Resources Monitoring Council	Providing a broad range of technical support services to assist FDEP in the development and implementation of its statewide annual Water Resources Monitoring Council Work Plan	Valerie Seidel Craig Diamond Dan Dourte, Ph.D.
Magnolia Engineering	1010 Rock Creek, Houston County, Georgia	Design of a subsurface drip system to overcome severely limited clay soils. This system requires an aerobic treatment tank and a subsurface drip or "emitter" system.	Carmen Greene, P.E. Scott Kell, E.I.
Magnolia Engineering	Bannerman Road Restaurant Tallahassee, Florida	Design of an OSTDS with low-pressure dosing for a 50-seat restaurant	Carmen Greene, P.E. Scott Kell, E.I.

B.3 Process and Procedures for Design Standards, Codes and Regulations

The JSA Team has extensive knowledge of both state and federal regulatory processes. Through our extensive work in Florida, the JSA Team has built a working relationship with several local, state, and federal permitting agencies, such as FDEP, FDOH, and water management districts, and fully understands the expectations, restrictions, and opportunities associated with projects developed in Florida. We have thorough knowledge of EPA and FDEP water- and wastewater-related regulations, FDOH permitting, and water management district rules and permitting requirements. This allows us to evaluate all aspects of a project and produce a technically-sound, permittable design.

For project design, the single most cost-saving measure is the engineer's familiarity with the type of work. To meet that measure, we have assembled a team with extensive experience in the areas listed in the scope. Using experienced staff results in a tremendous amount of institutional knowledge and experience being readily available to address site conditions, alternative approaches, procedural processes, etc. This knowledge allows the JSA Team to quickly interpret project objectives and develop engineering solutions.

The JSA Team has developed a robust approach to project design and permitting over the past 30 years and has successfully acquired a number of federal and state permits for challenging projects within the state. The following summarizes the JSA Team's proven approach to permit acquisition:



B. Project Experience

- Understanding of the regulatory process. Project design and permitting are governed by multiple
 and specific requirements for information and analysis from the project applicant. An
 understanding of these is required to navigate the complex process.
- Coordination with regulatory agencies. It is important to ensure that the right information is received by the right regulatory entities and that all parties are actively engaged in the process.
- Consultation with regulatory agencies. Communication with all regulatory entities is key to successful navigation of the process.
- Follow through on permit requirements. Full completion of permitting monitoring requirements on schedule is a key to future permitting success.

B.4 Available Resources (Software and Hardware)

The JSA Team has extensive resources (equipment, software, and hardware) readily available to successfully perform tasks associated with this project. These resources are identified below.

Surface Water, Hydrodynamic, & Water Quality Models

- WASP7_
- QUAL-IIE
- CLHYD
- WQMAP (BFHYDRO, BFWASP)
- CE-QUAL-W2
- SMS
- EFDC
- SSFATE
- CORMIX
- Visual PLUMES
- BATHTUB
- MIKE21, MIKE11
- ECO Lab
- ECOMSED
- ADCIRC

Equipment

track mounted Power Probes (Direct Push)

- Trimble Geo7x handheld GPS Unit
- DJI Phantom 4 Pro Drone (Optical)
- DJI Matrice 210 RTK Drone (Optical/FLIR Thermal)
- Full service Groundwater/Surface Water Sampling Capabilities

Groundwater Models

- GroundWater Vistas
- Visual MODFLOW
- MODRET
- ArcNLET

Watershed Runoff Models

- HSPF
- LSPC+
- BASINS
- WAM
- WMM

Programming and Visualization Tools

- Fortran Compiler
- Tecplot 10
- SURFER
- GRAPHER
- IAVA
- Visual Basic for Applications (VBA)
- ArcGIS VBA
- Python (ArcGIS Programming)
- MATLAB
- Pix4D

Stormwater Models

- SWMM5
- HEC-WMS, HEC-1, HEC-HMS, HEC-GeoHMS, HEC-RAS
- ICPR4.03
- AdICPR
- PONDS

GIS/Mapping/CAD/

- Arcinfo Workstation/Arcgis 9.3 with Spatial-3D-Geostatistical Analyst Extensions, ArcGIS 10
- Autodesk Architecture,
 Engineering & Construction
 Collection 2019
- AutoCAD Civil 3D 2015, AutoCAD Map 3D 2015
- CorelDraw Graphics Suite X6 (CorelDraw 16, Corel Photo-Paint, Bitstream Font Navigator)
- Adobe Design Premium CS4
 Suite (Photoshop CS4,
 Illustrator CS4, Adobe InDesign CS4, Adobe Fireworks CS4,
 Adobe Image Ready)
- Adobe Acrobat 9.0 Professional
- Hypack 2014

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Page B-11



Tab C. Willingness to Meet Schedule and Budget Requirements



C. Willingness to Meet Schedule and Budget Requirements

C.1 Practices to Ensure Schedule and Budget

Over our 30+ years of business, JSA has found that the key to a successful project is Communication. Communication includes:

- Establishing clear goals early in the planning phase
- Establishing a clear chain of command
- Providing real time monitoring of progress
- Maintaining flexibility

Good communication among team members, Leon County staff, subconsultants, and other involved parties will be the key element to effective project management. This begins with a well-defined scope of work agreed to by JSA and the County. Clear communication must continue throughout the project as the requirements are disseminated to the individual team members and as coordination of the various work activities proceed.

JSA recognizes that there are four critical factors to the success of projects. Projects must be: on time, within cost, and within scope to meet customer quality requirements. The fourth factor relates to proper corrective action at the proper time to bring the project back on track. The first three factors are represented on the project management triangle. A change in any of the vertices of the triangle will impact all others.



COS

Time

One of the three vertices of the project management triangle is Time. Projects that are not delivered on time cannot be considered successful. During the planning phase of this project, JSA will meet with all appropriate entities in person. Schedule controls will be discussed in terms of project milestones as well as the individual responsible for achieving these milestones.

A common shortfall in project development and completion relates to how communication and planning are implemented between individual team members. After the completion of the initial planning meetings, JSA will setup a universal calendar with milestones and deadlines that each team member can view and modify as needed. This allows for all project members to be cognizant of the progress of individual tasks and pending deadlines.

JSA understands the need for this project to be completed as early as possible. For this reason, JSA intends to implement an accelerated non-linear approach from the inception of the project through the final deliverable. This will allow for concurrent completion of tasks. *Please see the proposed project schedule at Section C.2.*

Cost

Effective cost control begins with a clearly defined scope of work and identification of appropriate fees. To address this issue, JSA developed a standardized project cost estimation template in Microsoft Excel. An estimation spreadsheet is created for every project that has a time and materials component to the cost. The spreadsheet exists as an attachment to the master project document. Included in the financial



C. Willingness to Meet Schedule and Budget Requirements

page of the master job document is the proposed number of hours for assigned staff. Project managers may quickly send notices from this field to assigned staff with their individual scope of work. Employees can then more easily track and budget their project time.

Once a project is initiated, cost controls pivot on access to project financial information. JSA utilizes the Ajera project tracking and data management accounting system. Ajera is designed to manage the full project lifecycle tracking for engineering firms. A single system controls all aspects of project data management and accounting with real-time project information shared across the firm from principals, department managers, project managers, to accountants.

Innovative features like Project Snapshot and Earned Value Analysis (EVA) reporting provide information in an easily understandable format that provides additional insight to project managers. The Project Snapshot is a real time report that shows critical information on a particular project including budget, time billed and work in process. Drilling down in the snapshot shows the timesheet entries and can provide quick validation that time is being recorded correctly. The Progress Report is another standard report in Ajera designed to give real time EVA. EVA shows the relationship between a project's contract amount, spent (earned or burn rate) and the project's reported actual percent complete. For a project manager, this graph is a valuable tool for quickly determining if a project is on time and on budget. All reports can be exported to Excel format for across-the-platform communication.

Scope

The project scope should be a detailed description identifying and describing all major deliverables and project parameters. It needs to include sufficient information for the project team to produce the desired product on time and within budget. In general, the project scope is determined early in the project management process, documented and agreed upon by all project stakeholders.

Although the project scope will be defined in more detail following the kickoff meeting with Leon County, the project scope defined in the RFP is well written and provides a good basis to define a schedule, milestones, and team assignments. As we break down the scope of work into individual work assignments, secondary scopes of work will be developed for each subconsultant. The secondary scopes will enable the accelerated approach that was discussed earlier.

Effective scope management requires good communication to ensure that everyone on the team understands the scope of the project and agrees upon exactly how the project's goals will be met. As part of project scope management, the team leader will solicit approvals and sign-offs from the various stakeholders as the project proceeds, ensuring that the finished project, as proposed, meets everyone's needs.

Posted December 3, 2018



C. Willingness to Meet Schedule and Budget Requirements

C.2 Schedule for Project Completion

The JSA Team proposes an aggressive 10-month project completion schedule. This schedule will allow a safety factor of two months for unforeseen events and still allow the project to be completed on time. Another safety factor built into this schedule is utilizing four week months.

Critical to the success of this schedule will be continuous communication between the JSA Team and the County Project Manager so that when a deliverable is submitted for review, the project manager is already up to speed on the deliverable. With the number of required deliverables for this project, review time of one week per deliverable would result in 35 working days or nearly two months of County review time. We believe this schedule will work with a combined effort of on-time, fully vetted deliverables to the County and a fully briefed County Project Manager who is actively engaged in project progress.

A conceptual project schedule is provided below that aligns with the Project Approach at Tab F. As mentioned previously, JSA intends to implement an accelerated non-linear approach from the inception of the project through the final deliverable that will allow for concurrent completion of tasks.

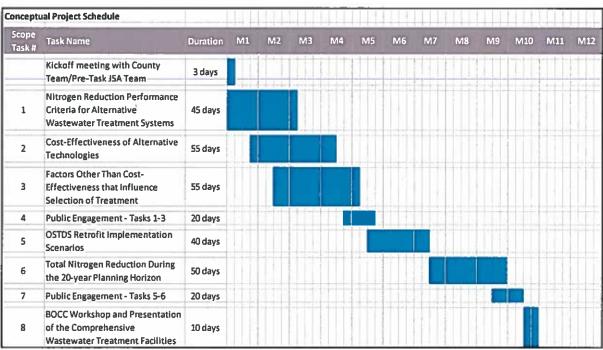


Figure 1. Conceptual Project Schedule in Month Increments



Tab D. Workload



D. Workload

D.1 Projects Under Contract and Anticipated Completion Dates

The table below contains the name, description, key personnel, percent complete and estimated completion date of projects for which JSA is presently under contract.

Table 1. JSA Projects Under Contract and Anticipated Completion Dates

Project Name	Project Description	Key Personnel	Percent Complete	Estimated Completion Date
Leon County – Annawood Subdivision	Septic to sewer engineering design and permitting	Anthony Holley, P.E. Jay Peterson, P.E.	30%	February 2019
Talquin Electric Cooperative (TEC) - Killearn Lakes Wastewater Treatment Plant	Design, permitting, and bid solicitation for a constructed wetland	Anthony Holley, P.E. Jay Peterson, P.E. William Rollins, P.G.	10%	March 2019
TEC – Wakulla Water System Improvement	Design, permitting, and construction of Greensand filter media for the Wakulla Springs Basin PWS well	Anthony Holley, P.E. Jay Peterson, P.E.	90%	December 2018
TEC – Proctor Road West Water System	Design, permitting, and bid solicitation for construction of 1.8 miles of water main	Anthony Holley, P.E. Jay Peterson, P.E.	September 2018	
Eastpointe Water and Sewer	Funding procurement,		Conceptual Planning	December 2020
Private Client – Jefferson County	Sand mine development and Site permitting	William Rollins, P.G.	5%	December 2018
Poultry Client	Monitoring and sampling at six egg laying facilities	Scott Sigler, P.G.	Quarterly	Ongoing
Florida Department of Agriculture and Consumer Services	Continuing services contract for Phase I Environmental Site Assessment	Scott Sigler, P.G. William Rollins, P.G.	Varied	Ongoing
Hoover Wood Products	Permitting and site development services	Anthony Holley, P.E.	95%	February 2019
Lighthouse Utilities	Hydrogeological services	William Rollins, P.G.	10%	July 2019
FDEP Petroleum Restoration Agency Term Contract (ATC)	Assessment and remediation of petroleum impacted sites across north Florida	Benjamin Rush, P.E. William Rollins, P.G.	Varied	Ongoing



D. Workload

D.2 Ability to Meet the Project Schedule

The JSA personnel assigned to this project currently have several projects in various stages of completion, all of which are on schedule and would not impede the ability of the team from rapidly initiating and completing assigned tasks associated with this project.

Each subconsultant team member has committed to JSA that they have the resources available and ability to meet assigned deadlines. JSA intentionally assembled subconsultants that have overlapping expertise to ensure technical depth and ability to meet deadlines.



Tab E.

Project Team Location



E. Effect of Project Team Location

E.1 Locations of Project Team Members

The majority of services for this project will be performed from each JSA Team member's Tallahassee office, identified below. Each team member has an established presence in Leon County of at least five years, and the prime firm, JSA, has provided services from its Tallahassee location for 35 years. ATM, Tetra Tech, and The Balmoral Group maintain offices throughout Florida and the eastern United States. Personnel from ATM's Gainesville and Jacksonville offices, The Balmoral Group's Winter Park office, and Tetra Tech's Atlanta, Georgia and Research Triangle Park, North Carolina offices are also assigned to this project.

Table 1. JSA Team Member Tallahassee Locations

JSA Team Member	Office Location	Length of Presence in Tallahassee	Personnel in Tallahassee Assigned to Project
JSA	547 North Monroe Street Suite 201 Tallahassee, FL 32301	35 years	William Rollins, P.G. Anthony Holley, P.E. Ming Ye, Ph.D. Benjamin Rush, P.E. Scott Sigler, P.G.
Advanced GeoSpatial	3273 Citation Trail Tallahassee, FL 32309	14 years	Alan Baker, P.G.
ATM	2882 Remington Green Lane Tallahassee, FL 32308	14 years	Steven Peene, Ph.D.
Tetra Tech	1558 Village Square Boulevard, Suite 2 Tallahassee, FL 32309	30 years	Marcy Frick, REM Richard Hicks, P.G. Katie Hallas
The Balmoral Group	113 S. Monroe Street Tallahassee, FL 32301	5 years	Craig Diamond
Magnolia Engineering (MBE)	3551 Blair Stone Road Suite 128-275 Tallahassee, FL 32301	7 years	Carmen Greene, P.E.

E.2 Coordination Plan

Advanced technology enables the JSA Team to provide services efficiently, effectively, and in a seamless manner. Daily use and monitoring of electronic communications via computers, tablets, smart phones, and cell phones ensures responsiveness by all team members. Digital file sharing occurs via file transfer protocol (FTP) and cloud-based storage systems such as Dropbox, which allow file access anywhere there is an Internet connection.

The JSA Team will use the following practices to maintain excellence throughout all project tasks:

- Constant communication with the team leads regarding the project scope, interim and final deliverables, and budgets and schedule requirements. All staff will be required to track their progress throughout the project life cycle.
- Timely corrective action, such as redirection of work effort or reassigning staff if costs begin to exceed progress on specific elements of work.



E. Effect of Project Team Location

- Regular external communication to keep the County informed of project progress, successes, problems, and work solutions to ensure satisfaction with project deliverable fulfillments and scope achievements.
- Staffing of task assignments based on the best match of experience and task assignment requirements. This includes assigning work to the lowest technical level practicable to minimize the labor expenses.

JSA will ensure smooth interfacing with the other team members who are subconsultants on this project through careful planning, clear communication of requirements, timely monitoring of deliverables, and regular reviews of financial and performance data. Our subcontract strategy has three main goals: (1) best value services and products, (2) appropriate involvement of small businesses, and (3) management of risk. JSA follows a proven, straightforward philosophy for subcontractor management:

- Jointly determine project objectives
- Encourage value engineering suggestions
- Regularly review progress
- Schedule work to meet objectives
- Implement corrective actions as required
- Verify paperwork

The great advantage of the JSA Team is that the majority of key personnel are located in Tallahassee and all key personnel responsible for site visits and community participation are based in Tallahassee. The close proximity to the project area will result in project performance without significant travel expenses. This also means that team members can have face to face meetings when needed (both internally and with County personnel) without complicated coordination. Travel for team members outside of the Tallahassee area will be limited to keep travel expenses at a minimum.





F.1 Approach to Completing the Comprehensive Wastewater Treatment Facilities Plan (CWTFP)

The County's RFP requires a complex work product that will result in a CWTFP. As discussed in Tab C, the approach to any project must be a balanced combination of items (i.e., time, cost, and scope). Each of these items help to determine the type of approach that must be taken to complete the project as requested. For this project, time has been defined as the most restrictive component. This is why we have chosen to approach this project in a manner that will expedite the time to completion (see Project Schedule at Tab C).

Once selected for this project, Leon County personnel will become a valued part of our project team. Although time is critical, more critical is assuring that all team members have a complete understanding of the scope and goals of the project. Taking time to meet this assurance will result in a product that will serve the needs of the County. For this reason, we have put together a team that consists of instrumental members and originators of what we consider framework documents and models that will be used in this project and that were referenced in the RFP. This list includes:

- Alan Baker, P.G., assisted in the creation of the Florida Aquifer Vulnerability Assessment (FAVA) and Leon Aquifer Vulnerability Assessment (LAVA) models
- Dr. Ming Ye created the ArcNLET model
- Richard Hicks, P.G., was instrumental in the Florida Department of Environmental Protection's (FDEP's) research and testing of onsite advanced wastewater treatment systems and helped develop the Priority Focus Areas (PFAs) and Nitrogen Source Inventory and Loading Tool (NSILT) for the Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP)
- Craig Diamond continues to serve on the Florida Department of Health (FDOH) OSTDS Research Review and Advisory Committee, which evaluates the effectiveness of performance-based treatment systems (PBTS) statewide and in context of specific geologies
- Carmen Green, P.E., served on the Leon County Septic Tank Advisory Committee

Our plan is to conduct an initial project kickoff workshop with the County to review and amend the project approach, if needed. Since it is difficult to have open conversations with personnel during the RFP process, this workshop will provide an open forum to discuss all project tasks in detail to assure that all involved County personnel and the JSA Team are on the same page. Additionally, this workshop will provide an opportunity to discuss the initial scheduling of work to be completed, while addressing any potential conflicts that may arise.

Prior to the workshop, the JSA Team will review the materials referenced in the RFP and available GIS data from multiple state and local agencies to better understand the County's needs and intent in the implementation of this solicitation.

Task 1: Nitrogen Reduction Performance Criteria for Alternative Wastewater Treatment Systems
We consider the first task to be the backbone of the majority of future tasks. Our first task will be
compiling the primary GIS database, which will require data from multiple state and local agencies (i.e.,
FDEP, FGS, NRCS, USDA, FDOH, City of Tallahassee, Talquin Electric Cooperative, and NWFWMD). This
database will include the collection systems of known municipal wastewater treatment systems,
documented OSTDS throughout the county, as well as the land uses, soils, hydrology, karst topography,
and other key factors influencing the selection of nitrogen reducing performance criteria. While the



database is compiled and refined, our experts will develop individual matrices for each of the areas of determination (i.e., land use areas, upfront cost, operation and maintenance cost, other influencing factors, etc.) to be used in this and future tasks. The matrices will be developed by using known scientific data, historical documents/reports considered frameworks, and our team members' knowledge base of the local area (i.e., hydrogeological flow, soil makeup, socioeconomic makeup throughout the county, future planning areas, familiarity with local utilities and their specifications). These matrices will be utilized to develop procedures within ArcGIS to create a living database which will be analyzed, and reports extracted to create deliverables for this project.

The JSA Team has experience in design and implementation of alternative systems. In addition to this expertise, an external work group will be selected by the JSA Team for the express purpose of obtaining early feedback which will lead to a comprehensive and technically defensible CWFTP. A Septic System Work Group (Work Group) comprised of local septic system contractors and industry leaders such as the Florida Onsite Wastewater Association (FOWA) will work with the JSA Team during the matrix creation process. The information gleaned from this work group will provide invaluable insight from a local, and Florida-based perspective related to system installation, system maintenance, and system costs (initial and maintenance). Further, a comprehensive understanding of local issues prior to the public meetings will help facilitate a more rapid local acceptance due to a more thoroughly vetted end product.

Data evaluation by the JSA team will be based on conditions in each county area. This will reveal where OSTDS are having the most impact and determine the level of treatment required in each area. The Task 1 deliverable will be a report that summarizes the recommended nitrogen reducing performance criteria throughout the county. The report will include a classification system and map of the recommended nitrogen reducing performance criteria for retrofits of existing development and minimum standards for new development. The Wastewater Treatment Technologies and GIS Evaluation and Mapping Leads will provide information to the Planning/Reporting Lead who will prepare the Task 1 report.

Task 2: Cost-Effectiveness of Alternative Technologies

The JSA Team will evaluate the cost-effectiveness of the wastewater treatment options, including advanced OSTDS, cluster systems, and septic to sewer, based on determined efficiencies (from literature, ArcNLET modeling, FDOH studies, and FDEP experience) and best information on estimated costs of implementing each option in different areas of the county. The information gathered in Task 1 from the Work Group will also assist in estimating the efficiencies and actual costs of these treatment options. Load reductions will be estimated for retrofits of the existing systems and compared to existing load estimates for all loads entering the Upper Wakulla River and Wakulla Spring Basin, both to surface water and groundwater, to determine the percent reduction that can be achieved. In addition, information on future land uses and zoning will be used to estimate the nutrient reduction benefits of implementing the proposed standards for new development, which were developed as part of Task 1.

The JSA Team has experience with not only estimating cost-effectiveness of implementing the different systems using the costs for construction, operation, and maintenance of different systems, but also evaluating the cost-effectiveness of implementation on an individual household basis. Evaluating both levels of cost-effectiveness provides a more complete economic analysis for the CWTFP.

The Task 2 deliverable will be a report with a table of relative expenses for conventional and advanced OSTDS, cluster system, and central sewer per household for a range of housing density within areas



identified in Task 1. The report will document the impact of existing versus future land use through a cost-effectiveness calculation. The Groundwater, Surface Water, and Nitrogen Reduction Lead and Cost-Effectiveness Evaluation Lead will provide information to the Planning/Reporting Lead who will prepare the Task 2 report.

Task 3: Factors Other Than Cost-Effectiveness that Influence Selection of Treatment Technology
The matrices that were developed at Task 1 will be refined to include other influencing factors such as site location, scalability of technology, anticipated property owner participation, etc., to develop procedures within ArcGIS to ascertain which alternative treatment technology(s) would best apply within different areas of the county. This analysis will include all the factors identified in the RFP (a. through o.), plus other factors which may be identified during the kickoff workshop and the Work Group meetings.

The Task 3 deliverable will be a report that summarizes the factors and ranking matrix used to assign potential options to each area. This deliverable will include a matrix of pros and cons, including weighting factors, to guide technology implementation. The report will describe the development of the matrix and analysis of relevant criteria. The Groundwater, Surface Water, and Nitrogen Reduction Lead; Wastewater Treatment Technologies Lead; and GIS Evaluation and Mapping Lead will provide information to the Planning/Reporting Lead who will prepare the Task 3 report.

Task 4: Public Engagement - Round #1

Please see Section F.3 below for our detailed community involvement and education plan. This first round of meetings (five total; one in each Commission District), will educate the public on project activities to date and preliminary findings from Tasks 1 through 3 while seeking input and enhancing our knowledge base.

The Task 4 deliverable will be a report summarizing public comments and how the comments are being or will be addressed. The Public Involvement Lead will provide information to the Planning/Reporting Lead who will prepare the Task 4 report.

Task 5: OSTDS Retrofit Implementation Scenarios

The JSA Team will coordinate with the County on how to factor in public comments received during the Task 4 meetings. The information from the public meetings and County feedback will be used to refine the options and costs identified in Tasks 1 through 3. The JSA Team will conduct a series of scenarios to evaluate different treatment technologies in each area of the county. The goal of these scenarios will be to determine the most effective treatment for each area of the county, and to refine the proposed standards for retrofits and new development.

The Task 5 deliverable will be a series of revised maps of nitrogen reduction land areas and standards for new development with associated technology recommendations based on incorporation of public input. The Leads for each portion of the project will provide information to the Planning/Reporting Lead who will prepare the Task 5 report.

Task 6: Total Nitrogen Reduction During the 20-year Planning Horizon

Based on the scenarios developed in Task 5, nitrogen reductions will be estimated for the 20-year planning horizon. The estimated reductions will be compared to the estimated loads for the Upper



Wakulla River and Wakulla Spring BMAP, both to surface waters and groundwater, to determine the percent reduction that can be achieved. The timing of the reductions, based on the selected projects and estimated timelines for implementation of those projects, will be compared to the BMAP milestones to ensure that the County can meet its BMAP-required reductions. The JSA Team, using our past experience implementing these types of projects, will identify assumptions and potential constraints to meeting the proposed timelines to provide the County with the information needed to implement the plan actions most effectively.

The Task 6 deliverable will be a report summarizing estimated nitrogen reductions, assumptions, and potential constraints/barriers to implementation. The Groundwater, Surface Water, and Nitrogen Reduction Lead and Wastewater Treatment Technologies Lead will provide information to the Planning/Reporting Lead who will prepare the Task 6 report.

Task 7: Public Engagement - Round #2

Please see Section F.3 below for our detailed community involvement and education plan. This second round of meetings (five total; one in each Commission District), will educate the public on project activities to date while seeking input on our findings and recommendations.

The Task 7 deliverable will be a report summarizing public comments and how the comments are or will be addressed. The Public Involvement Lead will provide information to the Planning/Reporting Lead who will prepare the Task 7 report.

Task 8: Finalize and Present the CWTFP

The JSA Team will coordinate with the County on how to factor in public comments received during the Task 7 meetings. Based on the public comments and the County feedback, the JSA team will finalize the CWTFP. The JSA Team will also work with County staff to prepare a presentation summarizing the findings from the tasks above and the findings in the final CWTFP and will present to the Board of County Commissioners (BOCC). The JSA Team envisions one or more BOCC workshops will occur to educate commissioners on the work product and tools developed during the project to achieve the County's objectives.

F.2 Opportunities to Enhance the Project Deliverables

Local Septic System Contractor Work Group

The CWTFP planning process will include a local septic system work group to provide the JSA Team an opportunity to engage local septic system contractors for real information on installing and maintaining the alternative septic systems as well as feedback on costs for the study area. Based on participation, the Work Group target area can expand to provide a more accurate database. The JSA team is very cognizant of Leon County hydrogeology/soil data and can use this knowledge to identify other areas of the state that might have more strict retrofit/advanced OSTDS construction requirements, and thus more septic system installers.

Existing Professional Relationships with Dominant Wastewater Entities

The JSA Team also has a long working history with both the City of Tallahassee and Talquin Electric Cooperative. This existing relationship will allow us to more easily gather the necessary information on



sewer lines and WWTF capacity to plan for any potential septic to sewer system connections as part of future projections.

Team Member Experience

Team member Richard Hicks, P.G.'s direct experience in designing and testing nutrient removal systems in Florida provides us with invaluable insight on the alternative wastewater systems:

- In 2014, he designed, installed, and instrumented a passive low-cost nitrogen-reducing septic
 system drainfield modification that included the emplacement of lignocellulose as a carbon
 donor and substrate for denitrifying bacteria below a conventional drainfield. The effectiveness
 of this simple and very low-cost enhancement, installed at the Ichetucknee Springs State Park
 manager's residence, is still being monitored.
- In 2016, he designed and installed a passive nitrogen-reducing system at a residential site in Apopka that consists of a lined lignocellulose layer consisting of recycled wood mulch beneath a conventional drainfield that was consistent with the lined drainfield enhancement installed as part of FDOH's passive nitrogen removal system study. This system is still in operation and monitoring data continue show effective treatment.

F.3 Community Involvement and Education

When implementing a large-scale planning effort, it is important to have the buy in of the local residents. This is especially true in areas such as the Upper Wakulla River and Wakulla Spring Basin, where the public has strong opinions about the restoration of beloved waterbodies. The JSA Team has worked on similar efforts and has been successful in involving the public in the process. This process includes facilitating the transfer of information, keeping the public informed of project activities, all the while maintaining the project goals, objectives, and project schedule.

To inform the public on activities associated with the CWTFP and to receive input on the process, the JSA Team, in conjunction with the County Community and Media Relations staff, will organize and facilitate public meetings throughout the county at two key points in the project process. Upon completing Tasks 1 through 3, the JSA Team will hold a series of five public meetings, one in each Commission District. At each meeting, information will be provided on planning efforts to date and will focus on the information gathered and suggested approaches for that specific area of the County. The goal of these meetings will be to:

- Engage local residents in the planning process
- Obtain area-specific information that will help guide the next set of project tasks
- Ensure that all voices are heard

The JSA Team will conduct the meetings in the evening, to allow for maximum public participation. Since time is critical to the completion of this project, the JSA team intends to conduct one to two meetings per evening to complete all meetings within a single week. Each meeting will have a facilitator and key staff to help answer questions from the public. After the meetings, while the information is very fresh, the facilitator will prepare a report that assimilates the public comments and indicates and how those comments will be incorporated into the project. Any comments that cannot be immediately addressed will be compiled for future processing by the team. This process will save a tremendous amount of time and help assure that the project stays on time and budget.



The same approach will be followed upon completing Tasks 5 and 6 to obtain additional public input prior to finalizing the CWTFP and presenting recommendations to the BOCC.

When planning these meetings, the JSA Team will work with the County to identify appropriate venues within each Commission District to ensure that the meeting locations are accessible and have adequate parking. The JSA Team will develop the meeting agenda, presentation (specific to each area), and other materials and displays to help with the discussion. From past experience, we have found it helpful to have clearly identified tables with information and staff so that meeting attendees may talk one-on-one about the project, in addition to or in place of asking questions within the larger public forum. Any questions or comments obtained through these one-on-one discussions will also be included in the public meeting report.

The JSA Team will work with the County Project Manager and County Community and Media Relations staff to provide adequate notice of these meetings to ensure they are well attended so that important feedback can be obtained for the project. From past experience, it is helpful to provide information through social media, such as the County's Facebook and Twitter pages, as well as the Nextdoor application. Existing county email distribution lists can also be used to provide meeting information to the public. Since not all residents use social media or have limited access to a computer, it may also be helpful to provide notices through the local newspapers, mailers, and/or fliers posted at county facilities.

Example Community Involvement on Alternative Wastewater Technology Projects

JSA is currently assisting County Community Relations and Media staff on the Annawood subdivision septic to sewer conversion project. Tasks to date include public meetings within the subdivision for residents as well as individual mailouts, yard signs, and variable roadside signs to achieve public participation. Our work thus far has identified that areas with a large rental populations are not prone to heavy response due to absentee owners who may not be aware of local issues and agendas. We will use this knowledge for the CWTFP project by using the property appraiser's database to identify and work with the County to contact out of town property owners via mailouts to increase participation.

JSA Team member, Tetra Tech, worked with Charlotte County, Florida, on a project in the Spring Lakes neighborhood where more than 2,400 homes on septic systems were connected to a new sewer system. Tetra Tech assisted the County staff with public outreach. The County had a dedicated project page on its website, which provided periodic updates on the project, especially during construction of the sewer system to provide information on location of the construction and any road closures. During construction, the County emailed weekly updates so that the residents were aware of potential access issues. Tetra Tech provided information to the County on installation of the storm event samplers, which was added to the dedicated project page. Tetra Tech attended and provided information on water quality monitoring activities at the public meetings that were held before each new phase of the project. The first part of each meeting was a presentation on the upcoming project activities and the second part was an open forum where residents were able to visit tables and talk with staff about different project components. This format was very helpful in ensuring everyone heard the necessary project information and provided participants an opportunity to speak with the people involved in the project to learn more about the project. The JSA Team is recommending a similar format for the CWTFP meetings. The extensive public outreach on the Spring Lakes project involved the residents and generated excitement about connecting to the sewer system.



JSA Team members, Tetra Tech and ATM, have been involved in the Upper Wakulla River and Wakulla Spring BMAP development and, through this process, are familiar with most of the stakeholders in Leon County and their ideas and concerns that would affect the CWTFP development. JSA Team members assisted FDEP in the facilitation of the 2015 adopted BMAP, development of the OSTDS Initiative concept, and development of the draft 2018 BMAP, including an OSTDS Remediation Plan.



Tab G. Required Forms

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 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:

William G. Rollins, President

Firm:

Title:

Jim Stidham & Associates, Inc.

Address:

547 North Monroe St., Ste 201, Tallahassee, FL 32301

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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.

Α	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								
_		t Rating: A++ t Financial Classification: XV							
		t Rating: A++ t Financial Classification: XV							
	Professional Liability: Indicate Bes Indicate Bes	t Rating: A t Financial Classification: XV							
1.	Is the insurer to be used for Worke A:VII?	ers' Compensation insurance listed by Best with a rating of no less than							
	□ YES □ NO **	We do not handle this coverage for the client**							
	Indicate Best Rating: Indicate Best Financial Classification:								
	If answer is NO, provide name and a	ddress of insurer:							
	6)								
2.	2. Is the Respondent able to obtain in agreement?	surance in the following limits (next page) as required for the services							
	⊠ YES □ NO								
		nitted insurers unless otherwise accepted by Leon County. Insurers will unless otherwise accepted by Leon County.							

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

Required Coverage and Limits

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

Required Policy Endorsements and Documentation

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

Deductibles and Self-Insured Retentions

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

Endorsements to insurance policies will be provided as follows:

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

Primary and not contributing coverage-

General Liability & Automobile Liability

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

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

Claims will be directed to Lynda Turner (person/agency) at Brown & Brown (address/fax/e-,mail) for investigation and appropriate handling.

Please mark the appropriate box:

Mana Lunda Tumer

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.

Cimmoduum

Maille _	Syrios rainoi	əigilatul	E UNAA UAAA	
	Typed or Printed			
Date	8/27/2018	Title	Agent	
		(C	ompany Risk Manager or Manager with Risk Auth	ority)

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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 a rating of no less that	be used for all required insurance (except Workers' Compensation) listed by Best with A:VII?
	☐ YES ☐ N	0
	Commercial General Liability:	Indicate Best Rating: 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 us A:VII?	ed for Workers' Compensation insurance listed by Best with a rating of no less than
	□ YES 💆 N	
	Indicate Best Rating: Indicate Best Financial	NOT Rated By AM Best Classification:
	F(name and address of insurer: OBT OBOX 618387 Clando, FL. 32861
2.		to obtain insurance in the following limits (next page) as required for the services
	Y YES IN	
Insui have	rance will be placed with A.M. Best ratings of no l	Florida admitted insurers unless otherwise accepted by Leon County. Insurers will ess than A:VII unless otherwise accepted by Leon County.

RFP Title: Request for Proposals for Engineering Services, Comprehensive Wastewater Treatment Facilities Plan
Proposal Number: BC-09-05-18-51
Opening Date: September 5, 2018 at 2:00 PM

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

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

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

	will be directed to(personal personal pers	on/agency) at _	(address/fa	<th>investigation</th> <th>and</th>	investigation	and
Please	mark the appropriate box:		S ² (4)			
Covera	ge is in place Coverage will be place	ed, without exc	eption 🗆			
The un	dersigned declares under penalty of pe	rjury that all of	the aboye insurer inform	nation is true	and correct.	
Name _	Gino Germani Typed or Printed	Signature	Just Be	ــــــ		_
Date .	8/28/18	Title	Producer p		Authority)	_



CERTIFICATE OF LIABILITY INSURANCE

DATE (MW/DD/YYYY) 08/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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Tallahassee, FL 32309							E-MAL ADDRESS: Iturner@bbtally.com							
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¡Tallahassee, FL 32308



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed.

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	DUCER				CONTA		my Wise			
	Marks Insurance Agency				PHONE (A/C, No, Ext): 850-668-6162 (A/C, No): 850-668-6180					
1582 Village Square Blvd						E-MAR. ADDRESS: tammy@marksinsurance.com				
Tallahassee, FL 32309										NAIC#
L					INSUR					
เพรบ	INSURED					RB:				
	Jim Stidham & Associates	INSURI	ERC:							
	PO Box 3547	INSURI	ERD:							
	Tallahassee, FL 32315				INSURI	RE:				
l					INSURI	RF:	·-			
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	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A						E.L. EACH ACCIDENT	\$	1,000,000
	(Mandatory in NH) If yes, describe under							E.L. DISEASE - EA EMPLOYEE		1,000,000
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	Tallahassee, FL 32308				AUTHO	RIZED REPRESE!	VITATIVE #	Paul		(WLT)
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The ACORD name and logo are registered marks of ACORD

Printed by TJW on August 28, 2018 at 04:14PM

Attachment #1

Exhibit B - Vendor Response LEONCO8 JIMSTI1 PAGE 2 NOTEPAD: HOLDER CODE OP ID: LT INSURED'S NAME Jim Stidham and Associates Inc Date 08/27/2018 agreement. A waiver of subrogation applies as indicated. 30 Day Notice of Cancellation / 10 Day for Nonpayment of premium.

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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

- 1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

William G. Rollins, President

Title

Jim Stidham & Associates, Inc.

547 North Monroe St., Ste 201, Tallahassee, FL 32301

Contractor/Firm

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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: Jim Stidham & Associates, Inc.	
Signature:	Title: William G. Rollins, President
STATE OF Florida COUNTY OF CEON Sworn to and subscribed before me this 28 day of	10
Sworn to and subscribed before me this <a>\tilde{\nu} day of	Argost , 20 18.
Personally known	NOTARY PUBLIC
OR Produced identification	Notary Public - State of
(Type of identification)	My commission expl es JAMES R. BREWSTER Commission # GG 044181 Expires February 9, 2021 Expires February 9, 2021 Printed, typed, or stamped remaissioned 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.

JAMES R. BREWSTER
Commission # GG 044181
Expires February 9, 2021
Bondes That Troy Fain Insurance 800-385-7019

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



Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

NON-COLLUSION AFFI	DA	NIT	Γ
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ı, <u>William G. R</u>	ollins of the city of _Tallahassee	_ according to law
on my oath, ar	nd under penalty of perjury, depose and say that:	
1.	Lam President	
	of the firm of Jim Stidham & Associates, Inc.	
	in response to the Request for Proposals for:	
Engineering Se authority to do	ervices, Comprehensive Wastewater Treatment Plan, and that I executed the said o so.	proposal with full
other respond	This response has been arrived at independently without collusion, consultation the purpose of restricting competition, as to any matter relating to qualifications ler or with any competitor; and, no attempt has been made or will be made her person, partnership or corporation to submit, or not to submit, a response spetition;	s or responses of any by the responder to
3. Leon County re	The statements contained in this affidavit are true and correct, and made with elies upon the truth of the statements contained in this affidavit in awarding contained	
(Signat	ture of Responder) August 28 (Date)	B, 2018
STATE OF FLOR	RIDA LEDA	
PERSOneing sworn by day of	NALLY APPEARED BEFORE ME, the undersigned authority, within (1. 72/1.) me, (name of individual signing) affixed his/her signature in the space provided	_who, after first, above on this _ZBZ
	NOTARY PUBLIC	
	My Commission Expires:	
	JAMES R. BREWSTER Commission # GG 044181 Expires February 9, 2021	



The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

DRUG-FREE WORKPLACE FORM

_	Jim Stidham & Associates, 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

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.

for a violation occurring in the workplace no later than five (5) days after such conviction.

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,

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

Nata

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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.

Failure to provide the information requested will result in denial of certification as a local bu	isiness.
Business Name: Jim Stidham & Associates, Inc.	
Current Local Address: 547 North Monroe Street, Suite 201 Tallahassee, Florida 32301	Phone: 850-222-3975 850-681-0560 Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: 20+ Years at this address, 34 Years in Tallahassee	
Home Office Address:	Phone:
	Fax:
Signature of Authorized Representative August	- 28, 2018 Date
STATE OF Flor: LA COUNTY OF CEON	
COUNTY OF CEON	72
The foregoing instrument was acknowledged before me this By (Name of officer or agent, title of officer or agent) (Name of officer or agent)	August ,20/8
By within G. shellows of Jim stidhan 1	Associates The
(Name of officer or agent, title of officer or agent) (Name of officer or agent, title of officer or agent) (Name of officer or agent, title of officer or agent) (Name of officer or agent, title of officer or agent) (Name of officer or agent, title of officer or agent)	corporation acknowledging) personally known to me
(State or place of incorporation)	
or has produced with (C) and as identificat	tion
Return Completed form with supportuna	
documents to: JAMES R. ROCKING	ture of Notary
	Starrantes R. SREWSTER
Leon County Purchasing Division	Commission # GG 044181
Tallahassee, Florida 32308	Bonded Thru Troy Fain Insurance 800-385-7019





Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: <u>Jim Stidham & Associates, Inc.</u>

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:

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE) Certified Women Business Enterprises (WBE)	10% aggregate 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	10
aspirational targets	
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

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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 respondents Good Faith Effort documentation.

- Please identify <u>all</u> of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of <u>all</u> Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied.
 - 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.
- Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation. The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
- Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non- responsive.
- 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 1/2/2018

PARTICIPATION PLAN FORM continued on following pages.

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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	Firm's Location Address	<u> </u>	1	
(Requires Leon County or City of Tallahassee MWBE certification) ¹	(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 Busines	·		<u> </u>	
		850-385-0203	F	Civil and Environmental Engineering Services related to onsite treatment and disposal systems and other waste-
b.				water systems.
2.				
d.	4			
2, =				<u> </u>
	-			
Fotal Bid Amount \$		Total MWBE Partici	pation \$	MBE Participation % 500 WBE Participation % (MBE or WBE Participation \$ Total Bid \$)

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



November 3, 2017

Ms. Carmen B. Greene, P.E. Magnolia Engineering, LLC 3551 Blair Stone Road, Suite 128-275 Tallahassee, FL 32301

RE: Certification No.: TLOEV0007

Dear Ms. Greene:

Congratulations! Your Minority Business Enterprise (MBE) Certification is approved and effective for a period of two years from November 3, 2017 through November 3, 2019. This Certification is applicable when business is conducted consistent with the following specialty(s):

Civil, Environmental, and Structural Engineering

Your submittal of bids to supply other products or services outside of this specialty(s) will result in the contracting entity not getting credit for MBE participation for the project.

This certification is for Leon County Board of County Commissioners and the City of Tallahassee projects only. Your certification is recognized by the City of Tallahassee; however, you must contact the City of Tallahassee Procurement Division at (850) 891-8280, to list your business in their on-line MBE Directory. Please complete that attached forms and contact them as to whom the forms should be submitted. You are encouraged to become an active bidder in both the Leon County's and the City of Tallahassee's procurement processes.

This certification must be renewed bi-annually. If there is any change in ownership or control of the business, or if you propose to provide additional services not listed previously, the MWSBE Division must be contacted and a new Certification Application completed. In addition, the MWSBE Division must be advised of any changes in your business name, address or contact information. All changes must be reported within fourteen (14) days of taking place. This requirement is applicable throughout the effective certification period.

Failure to report such changes may constitute grounds for cancellation of this certification. The Tallahassee-Leon County Office of Economic Vitality's MWSBE Division reserves the right to cancel this certification at any time, due to fraudulent information, failure to properly report any type of business changes or revocation by a party of the MWBE Interlocal Agreement. Cancellation of your certification is subject to your right to appeal. If such action is deemed necessary, you will be notified of the action, the appeal process, and of your appeal rights.

Thank you for applying with the Tallahassee-Leon County MWSBE Division. Please do not hesitate to contact me at 850-300-7563, if you should have any questions.

Sincerely.

Shanea Wilks, Senior Coordinator

Tallahassee-Leon County/OEV- MWSBE Division

Enclosure

cc: LaTanya Raffington, Office of Economic Vitality-MWSBE Division

Thad Fortune, Office of Supplier Diversity



Certifies that

Magnolia Engineering, LLC

is recognized as a

Minority Business Enterprise

under the

Leon County and the City of Tallahassee Consortium

Interlocal Agreement

For a period of two (2) years beginning:

November 3, 2017 - November 3, 2019

Shanea Wilks, Senior Coordinator

Office of Economic Vitality MWSBE Division

Proposal Number: BC-09-05-18-51

Opening Date: September 5, 2018 at 2:00 PM

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. ATM	2201 NW 40th Terrace, Gainesville, FL 2882 Remington Green Lane, Tallahassee,	386-256-1477 FL 850-765-8150	Professional engineering and planning services related to surface water, wastewater, water quality, OSTDS, and public outreach
b. Tetra Tech	1558 Village Square Blvd, Suite 2 Tallahassee, FL	850-536-8113	Professional engineering services related to groundwater, surface water, wastewater, cost-effectiveness, GIS, and public outreach
^{C.} Advanced GeoSpatial Inc	3273 Citation Trail, Tallahassee, FL	850-544-2742	GIS evaluation and mapping
d. The Balmoral Group	113 S. Monroe Street, Tallahassee, FL	850-201-7165	Economic analysis and GIS evaluation
e.			ē:
f.			
g.			÷
h.			
i.			

LEON COUNTY PURCHASING DIVISION BID TABULATION SHEET BC-09-05-18-51

Bid Title: Engineering Services, Comprehensive Wastewater Treatment Facilities Plan Opening Date: Wednesday, September 5, 2018 at 2:00 PM Jim Stidham Kimley-Horn+
Associates Lombardo Item/Vendor + Associates Associates Response Sheet with Manual Signature Addendums (if applicable) Equal Opportunity/Affirmative **Action Statement** Insurance Certification Certification/Debarment Form Affidavit Immigration Non Collusion Affidavit RECEIVED **Drug Free Workplace Form** 7018 SEP - 5 PH 2: 01 NA Local Vendor PURCHASING DIVISION LEON COUNTY **MWSBE** Participation Plan

Drelly Lelle

Im Korkul

Summary Scoresheet and Ranking RFP BC-09-05-18-51 Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

	EVallegy	(8.0) (0.8) EVAILS:	Evalues (JK)	EVALUATE (AL.)	EVAILOS (AM)	(80) 10%	S Me
Lombardo Associates	65	73	85	75	75	373	
Kimley-Horn & Associates	87	82	87	76	65	397	
Jim Stidham & Associates	91	88	90	80	84	433	

EVALUATION CRITERIA SCORESHEET RFP BC-09-05-18-51

Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

Respondent's Name: Lombardo Associates

	Maximum Raw Score Possible	Evaluator (CB) Score	Evaluator (JK) Score	Evaluator (JL) Score	Evaluator (AM) Score	Evaluator (GS) Score
Ability of Professional Personnel	20	16	16	20	20	16
2. Firm's Experience with Projects of Similar Type & Size	20	12	16	20	12	16
3. Willingness to Meet Schedule and Budget Requirements	5	4	3	5	4	4
4. Effect of Firms Recent, Current, and Projected Workload	5	4	3	5	4	4
5. Effect of Project Team Location	5	3	3	3	3	3
6. Approach to the Project	30	18	24	24	24	24
7. Minority and Women Business Enterprise Participation	10	8	8	8	8	8
8. Local Preference	5	0	0	0	0	0
Total Score	100	65	73	85	75	75

EVALUATION CRITERIA SCORESHEET RFP BC-09-05-18-51

Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

Respondent's Name: Kimley-Horn & Associates

	Maximum Raw Score Possible	Evaluator (CB) Score	Evaluator (JK) Score	Evaluator (JL) Score	Evaluator (AM) Score	Evaluator (GS) Score
1. Ability of Professional Personnel	20	20	16	20	12	12
2. Firm's Experience with Projects of Similar Type & Size	20	20	20	20	12	12
3. Willingness to Meet Schedule and Budget Requirements	5	4	3	4	3	4
4. Effect of Firms Recent, Current, and Projected Workload	5	4	4	4	4	4
5. Effect of Project Team Location	5	4	4	4	4	4
6. Approach to the Project	30	24	24	24	30	18
7. Minority and Women Business Enterprise Participation	10	6	6	6	6	6
8. Local Preference	5	5	5	5	5	5
Total Score	100	87	82	87	76	65

EVALUATION CRITERIA SCORESHEET RFP BC-09-05-18-51

Engineering Services, Comprehensive Wastewater Treatment Facilities Plan

Respondent's Name: Jim Stidham & Associates

	Maximum Raw Score Possible	Evaluator (CB) Score	Evaluator (JK) Score	Evaluator (JL) Score	Evaluator (AM) Score	Evaluator (GS) Score
Ability of Professional Personnel	20	20	20	20	20	20
2. Firm's Experience with Projects of Similar Type & Size	20	16	16	20	12	16
3. Willingness to Meet Schedule and Budget Requirements	5	5	3	5	4	4
4. Effect of Firms Recent, Current, and Projected Workload	5	4	3	5	4	4
5. Effect of Project Team Location	5	5	5	5	5	5
6. Approach to the Project	30	30	30	24	24	24
7. Minority and Women Business Enterprise Participation	10	6	6	6	6	6
8. Local Preference	5	5	5	5	5	5
Total Score	100	91	88	90	80	84

Engineering Services - Comprehensive Wastewater Treatment Facilities Plan Final Ranking Summary Sheet

Vendor/Reviewer	Ranking	x 0.85	Local Pref. Rank	x 0.05	MWBE Rank	x 0.1	Total
Lombardo Associates	2.60	2.21	3	0.15	1	0.1	2.46
Kimley-Horn & Associates	1.80	1.53	1	0.05	2	0.2	1.78
Jim Stidham & Associates	1.60	1.36	1	0.05	2	0.2	1.61

Engineering Services-Comprehensive Wastewater Treatment Facilities Plan Final Ranking Summary S

Vendor/Reviewer	Cherie Bryant	John Kraynak	Joshua Logan	Alex Mahon	George Su	Total Score
Lombardo Associates	3	3	3	2	2	2.60
Kimley-Horn & Associates	1	2	2	1	3	1.80
Jim Stidham & Associates	2	1	1	3	1	1.60

Evaluation Committee:

Cherie Bryant John Kraynak Joshua Logan Alex Mahon George Su



Date: October 24, 2018

To: Theresa Heiker, Stormwater Management Coordinator

Public Works- Engineering Services

From: Darryl Jones, Deputy Director

Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: RFP for Engineering Services, Comprehensive Wastewater Treatment Facilities Plan (BC-09-05-18-51)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of three (3) respondents to determine if the 10% Aggregate MWBE Aspirational Target for Professional Services Subconsulting was achieved for the RFP for Engineering Services, Comprehensive Wastewater Treatment Facilities Plan. The submitted MWBE Participation Plans for each respondent are as follows:

Lombardo Associates, Inc. – exceeded the MWBE Aggregate Aspirational Target for Professional Services Subconsulting; and a satisfactory Good Faith Effort Form and supporting documentation were submitted. The firm listed below is the firm **Lombardo Associates, Inc.**, intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Aggregate Utilization Percentage
EarthSTEPS, LLC	Non-Minority Female	City of Tallahassee	Public participation outreach, public meetings facilitation, and preparation of responsiveness summaries	12.6%
Total MWBE Utilization				12.6%
Total Points				8

Kimley-Horn and Associates, Inc. – did not meet the MWBE Aggregate Aspirational Target for Professional Services Subconsulting. Harvest Printing and Copy Center (previously MBE Certified) was purchased and renamed Harvest Printing and Marketing Solutions. The MWSBE Division was not made aware of the ownership change until this RFP. Harvest Printing and Marketing Solutions believed the certification was retained through their purchase; and, Kimley-Horn and Associates included them in their RFP response. Certification documentation of Harvest Printing and Marketing Solutions only evidences State of Florida WBE Certification. The respondent did submit satisfactory Good Faith Effort documentation. The firms listed below are the firms Kimley-Horn and Associates, Inc., intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Aggregate Utilization Percentage
Harvest Printing and Marketing Solutions, LLC*	Non-Minority Female	State of Florida WBE Certified only. No certification through the local jurisdictions	Printing and Binding	0%
B-EZ Graphics	African- American Male	OEV-MWBE Division	Exhibits/Public Meeting Support	5%
Total MWBE Utilization				5%
Total Points				6

^{*}State-certified only. Vendor is in the process of applying for Women Business Enterprise (WBE) Certification.

Jim Stidham and Associates, Inc. – did not meet the MWBE Aggregate Aspirational Target for Professional Services Subconsulting. A satisfactory Good Faith Effort Form and supporting documentation were submitted. The firm listed below is the firm Jim Stidham and Associates, Inc., intends to utilize on this project.

Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Aggregate Utilization Percentage
Magnolia Engineering, LLC	Hispanic- American Female	OEV-MWSBE	Civil and Environmental Engineering Services relative to onsite treatment and disposal systems and other wastewater systems.	5%
Total MWBE				50/
<u>Utilization</u>				5%
Total Points				6

The following section is copied from the original RFP and is the basis for scoring respondent submissions relative to MWBE Participation.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

1. The aspirational target for this project is:

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE) Certified Women Business Enterprises (WBE)	10% aggregate 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

Leon County Board of County Commissioners

Notes for Agenda Item #25

Leon County Board of County Commissioners

Agenda Item #25

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

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 Commissioners to the Apalachee Regional Planning Council, Canopy Road Citizens Committee, Capital Region Transportation Planning Agency, Childrens Service Council Planning Committee, Council on Culture & Arts and the Leon County Research and Development Authority. This item also seeks approval of revisions to Policy No. 11-2 to remove the Community Redevelopment Agency and other minor technical corrections.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Consider the appointment of **one** Commissioner to each of the following:

- a. Apalachee Regional Planning Council for a two-year term ending December 31, 2020.
- b. Canopy Road Citizens Committee for a two-year term ending December 31, 2020.
- c. Capital Region Transportation Planning Agency for the remainder of the unexpired term ending December 31, 2019.
- d. Childrens Service Council Planning Committee for the remainder of the unexpired term ending December 31, 2019.
- e. Council on Culture & Arts for a four-year term ending December 31, 2022.
- f. Leon County Research and Development Authority for a four-year term ending December 31, 2022, and approve the associated resolution (Attachment #1).

Option #2: Approve proposed minor revisions to Policy No. 11-2 (Attachment #2).

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

December 11, 2018

Page 2

Report and Discussion

Background:

Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities", was written to delineate the authority to appoint members of the Board of County Commissioners to various boards, committees, councils, and authorities (collectively, Committees), and the terms of those appointments (Attachment #3). The Policy represents those Committees that require County Commission membership be appointed by the full Board.

Analysis:

For calendar year 2019, the policy provides that the full Board make Commissioner appointments to the following Boards/Authorities:

Board/Authority	Current Member	Term Expires	Recommended Action
Apalachee Regional Planning Council	Kristin Dozier	12/31/2018	Appoint one Commissioner to a two-year term ending Dec. 31, 2020
Canopy Road Citizens Committee	Mary Ann Lindley	12/31/2018	Appoint one Commissioner to a two-year term ending Dec. 31, 2020
Capital Region Transportation Planning Agency	John Dailey	12/31/2019	Appoint one Commissioner to the remainder of the unexpired term ending Dec. 31, 2019
Children's Services Council Planning Committee	John Dailey	12/31/2019	Appoint one Commissioner to a one-year term ending Dec. 31, 2019
Council on Culture & Arts (COCA)	Nick Maddox	12/31/2018	Appoint one Commissioner to a two-year term ending Dec. 31, 2020
Leon County Research and Development Authority	Kristen Dozier	12/31/2018	Appoint one Commissioner to a two-year term ending Dec. 31, 2020

In addition, with the departure of Commissioner Dailey, the Board has Commissioner vacancies on the Capital Region Transportation Planning Agency and on the Children's Services Council Planning Committee, to be filled for the remainder of the unexpired terms.

Apalachee Regional Planning Council (ARPC) – Pursuant to Florida Administrative Code, Leon County has three representatives on the ARPC: one county-elected official (County Commissioner), appointed by the full Board; one municipal-elected official (City Commissioner), selected by the City Commission and appointed by the County Commission; and, the Governor appoints the third representative.

Currently, Commissioner Dozier serves as the County-elected official.

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

December 11, 2018

Page 3

Full Board to make one Commissioner appointment to the Apalachee Regional Planning Council for a two-year term ending December 31, 2018.

Canopy Roads Citizen Committee (CRCC) – The Committee is focusing on updating the Canopy Roads Management plan, including an ongoing replanting schedule. Additionally, the Committee reviews certain development activity along the Canopy Roads to minimize impacts to the Canopy. The Commissioner serves as a liaison to the committee for a two-year term.

Currently, Commissioner Lindley currently serves as the Board's representative on the CRCC.

Full Board to make one Commissioner appointment to the Canopy Roads Citizen Advisory Committee for a two-year term.

Capital Region Transportation Planning Agency (CRTPA) - Leon County currently appoints three County Commissioners to the CRTPA. The composition and membership of the CRTPA Board are governed by an interlocal agreement among the Florida Department of Transportation and the member governments of the CRTPA as well as the CRTPA By-Laws. The CRTPA Board is comprised of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation. As outlined in the by-laws, the Leon County Board of County Commissioners may appoint, at its discretion, between one (1) and seven (7) Commissioners to serve as members of the CRTPA Board. As provided in Section 4.01(a)(1) of the Interlocal Agreement, the apportionment of the voting membership is based on population distribution among the member local governments. The total voting weight of the Leon County Commission is 37 points out of a total of 100 points.

Should the Board wish to change the number of Commissioners it appoints to serve on the CRTPA Board, a voting weight would be allocated to each appointed member according to the following schedule:

Number of Commissioners Appointed:	Commissioners' Individual Weighted Vote:
1	37.00 points
2	18.50 points
3	12.33 points
4	9.25 points
5	7.40 points
6	6.17 points
7	5.29 points

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards,

Committees and/or Councils

December 11, 2018

Page 4

The CRTPA By-Laws provide for the adjustment of the number of members serving on the CRTPA Board. Pursuant to Section IV, Paragraph (A)(2), the Leon County Board of County Commissioners may change the number of its members to serve as members of the CRTPA Board no more than once annually. The last time the Board adjusted the membership was on April 26, 2016 when the number of members was changed from seven to three. In order to make membership adjustments, the governing body must notify the Executive Director of CRTPA in writing of such change.

Currently, there are three Commissioners serving on the CRTPA Board: Commissioners Dozier, Maddox, and Dailey, with terms expiring on December 31, 2019.

Full Board to appoint one member to the CRTPA for the remainder of Commissioner Dailey's unexpired term ending December 31, 2019.

Should the Board choose to adjust the number of members, the County Administrator shall notify the CRTPA Executive director of the change.

• <u>Childrens Services Council Planning Committee (CSC-PC)</u> – The independent committee is responsible for developing a plan for a future Leon County Children's Service Council if approved by the voters. The work of the Planning Committee will conclude by December 31, 2019 and a final report will be issued to the County Commission and the community.

Recently, Commissioner Dailey served as the Board's representative on the CSC-PC.

Full Board to make one Commissioner appointment to the Children's Services Council Planning Committee for the remainder of the unexpired term ending December 31, 2019.

 Council on Culture & Arts (COCA) – On behalf of the County and City, COCA administers the Cultural Grants program and is the lead agency in implementing the Cultural Plan.

Currently, Commissioner Maddox serves on COCA.

Full Board to make one Commissioner appointment to the Council on Culture & Arts for a four-year term ending December 31, 2022.

Leon County Research Development Authority (LCRDA) - The Leon County Research and Development Authority oversees Innovation Park, and is comprised of 11 individuals, with 7 members appointed directly by the full Board of County Commissioners (Board) for four-year terms. The full Board appointments consist of a County Commissioner and six Leon County residents.

Title: Consideration of Full Board Appointments of Commissioners to Authorities, Boards, Committees and/or Councils

December 11, 2018

Page 5

Currently, Commissioner Dozier serves on the LCRDA.

Full Board to make one Commissioner appointment, by Resolution (Attachment #2), to the Leon County Research Development Authority for a four-year term.

In reviewing Policy No. 11-2, Membership on Boards, Committees, Councils and Authorities (Attachment #2), the removal of the Community Redevelopment Agency (CRA) is recommended subsequent to the Board's action on May 8, 2018 to no longer serve on the governing body of the CRA. In addition, minor revisions are recommended to correct several committee names.

Options:

- 1. Consider the appointment of **one** Commissioner to each of the following:
 - a. Apalachee Regional Planning Council for a two-year term ending December 31, 2020.
 - b. Canopy Road Citizens Committee for a two-year term ending December 31, 2020.
 - c. Capital Region Transportation Planning Agency for the remainder of the unexpired term ending December 31, 2019.
 - d. Childrens Service Council Planning Committee for the remainder of the unexpired term ending December 31, 2019.
 - e. Council on Culture & Arts for a four-year term ending December 31, 2022.
 - f. Leon County Research and Development Authority for a four-year term ending December 31, 2022, and approve the associated resolution (Attachment #1)
- 2. Approve the proposed minor revisions to Policy No. 11-2 (Attachment #2).
- 3. Board direction.

Recommendation:

Options: #1 a-f and #2

Attachments:

- 1. Draft LCRDA Resolution
- 2. Proposed revisions to Policy No. 11-2
- 3. Policy No. 11-2, "Membership on Boards, Committees, Councils, and Authorities," revised January 26, 2016

RESOLUTION: 18-

RESOLUTION OF BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, SETTING FORTH APPOINTMENT OF A MEMBER OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS TO THE LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY FOR A TERM OF FOUR YEARS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in October of 1978, pursuant to the former Florida Statutes Sections 23.145, et. seq., the Charter of the Leon County Research and Development Authority was executed, creating said authority; and,

WHEREAS, in July of 1979, the new Part V, Chapter 159 of the Florida Statutes was enacted and became law, thereby setting forth the requirements for the creation, by Ordinance, of a Research and Development Authority by counties of the state, and empowering such authorities to issue revenue bonds or other such debt obligations to finance the construction of capital projects; and,

WHEREAS, in 1980, the Leon County Board of County Commissioners adopted Ordinance No. 80-68, confirming and creating the existence of the Leon County Research and Development Authority (said Ordinance being codified in Chapter 2, Article III, Division 2, Section 2-56 through 2-58 of the Code of Laws of Leon County); and,

WHEREAS, on September 13, 2016, the Board adopted Ordinance No. 16-12, amending section 2-57 of the Code of Laws of Leon County; and

WHEREAS, Section 2-57 of the Code of Laws of Leon County, as amended, provides that the composition and number of members of the Authority and the criteria for membership shall be set forth by a duly enacted resolution of the Board; and

WHEREAS, pursuant to Section 2-57 of the Code of Laws of Leon County, as amended, the Board enacted Resolution No. 16-19 on September 13, 2016, to provide for the composition and number of members of the Authority and the criteria for membership; and

WHEREAS, pursuant to the resolution enacted by the Board on September 13, 2016, one member of the Leon County Board of County Commissioners is appointed by a majority vote of the Leon County Board of County Commissioners and by a duly enacted resolution of the Leon County Board of County Commissioners, to serve a term of four years or until such time such appointee ceases to be a member of the Leon County Board of County Commissioners, whichever date earliest occurs; and

WHEREAS, the Board needs to appoint one (1) member of the Leon County Board of County Commissioners to the Leon County Research and Development Authority for the term beginning January 1, 2019;

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

Section 1. That the Leon County Board of County Commissioners hereby ratifies and confirms the appointment of Leon County Commissioner_____ for the term set forth herein below:

Commissioner	Type	Begin Term	End Term
??	Four years	January 1, 2019	December 31, 2022

Section 2. This Resolution shall have effect upon adoption.

Proposed, presented and passed this 11th day of December 2018.

	LEON COUNTY, FLORIDA		
	By:	Jimbo Jackson, Chairman Board of County Commissioners	
ATTESTED BY:			
Gwendolyn Marshall, Clerk of the Circuit Court and Comptroller, Leon County, Florida			
By:			
APPROVED AS TO FORM: Office of County Attorney Leon County, Florida			
By:			
Herbert W. A. Thiele, Esq. County Attorney			

Board of County Commissioners Leon County, Florida

Policy No. 11-2

Title: Commissioner Membership on Boards, Committees, Councils, and

Authorities

Date Adopted: January 23, 2018 December 11, 2018

Effective Date: January 23, 2018 December 11, 2018

Reference: See footnotes for references

Policy Superseded: Policy No. 93-13, Membership by the Board of County Commissioners on

Boards, Committees, Councils and Authorities, adopted January 12, 1993; **Policy No. 98-6**, Membership by the Board of County Commissioners on Boards, Committees, Councils, Authorities, and Liaison, adopted October 13, 1998; revised February 26, 2008; revised July 13, 2010; revised November 16, 2010; revised December 14, 2010; **Policy No. 11.2** Marshards on Boards, Committees, Councils, and

Policy No. 11-2, Membership on Boards, Committees, Councils, and Authorities, adopted April 12, 2011; revised August 23, 2011; revised April 23, 2013; revised February 11, 2014; revised April 8, 2014; revised

January 26, 2016; revised December 13, 2016; January 23, 2018

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-2, revised by the Board of County Commissioners on December 13, 2016 January 23, 2018, is hereby amended, and a revised policy is hereby adopted in its place, to wit:

- 1. The following table represents the Boards, Committees, Councils, and Authorities, which require County Commission membership and appointments of some, but not all, Commissioners who shall serve on the basis of their position. In addition, the table establishes the appointing authority, the eligibility for appointment, and term of appointment for such membership.
- 2. Full Board (Appointing Authority) appointments shall be made at the first regularly scheduled meeting of the Board of County Commissioners during the month of December or as soon thereafter as possible.
- 3. Chairman appointments shall be made by written memorandum or letter from the Chairman to the Committee, Council, Board or Authority and a copy to the appointee.
- 4. The administration and maintenance of the list of Chairman and Full Board appointments is assigned to the Agenda Coordinator.
- 5. Each Commissioner appointee shall endeavor to keep the Board of County Commissioners advised of those significant actions taken within their area of appointment.

Name	Туре	Eligibility	Term	Appointing Authority
Apalachee Regional Planning Council ¹	Member	One Commissioner	Two Years	Full Board
	Member	One City Commissioner	Two Years	Full Board
Big Bend Continuum of Care Board ²	Member	One Commissioner	Two Years	Full Board
Canopy Roads Citizens Advisory Committee ³	Liaison (not a member)	One Commissioner	Two Years	Full Board
Canvassing Board ⁴	Member	Chairman	Concurrent w/ term as Chair	Chairman
	Member (Substitute)	One Commissioner	Two Years	Full Board
	Member (Alternate)	One Commissioner	Two Years	Chairman
Capital Region Transportation Planning Agency ⁵	Members	Three Commissioners	Two Years	Full Board
Challenger Learning Center Board ⁶	Member	One Commissioner	Two Years	Chairman
Community Redevelopment Agency (CRA) ⁷	Members	Four Commissioners	Two Years	Full Board
Council on Culture & Arts ²⁸	Member (Ex Officio voting)	One Commissioner	Four Years	Full Board
Criminal Justice Coordinating Council ⁸⁹	Member	One Commissioner	Two Years	Chairman
Downtown Improvement Authority (DIA) ⁹¹⁰	Member	One Commissioner	T	CI. :
and	(Ex Officio voting)	Serves on both the DIA and DTBA	Two Years	Chairman
Downtown Tallahassee Business Association (DTBA) ¹⁰⁴				
Educational Facilities Authority ¹²	Liaison (not a member)	One Commissioner	Two Years	Full Board
Geographic Information Systems Executive Committee 113	Member	One Commissioner	Two Years	Chairman
Joint City/County/School Board Coordinating Committee 124	Member	One Commissioner	Four Years	Full Board

Name	Туре	Eligibility	Term	Appointing Authority
Juvenile Justice Circuit Advisory Board ¹³⁵	Member	One Commissioner	Two Years	Full Board
Leon County Educational Facilities Authority ¹⁴	<u>Liaison</u> (not a member)	One Commissioner	Two Years	Full Board
Leon County Research and Development Authority ¹⁵	Member	One Commissioner	Four Years	Full Board (By Resolution)
Public Safety Coordinating Council ¹⁶	Member	One Commissioner	Two Years	Chairman
Research and Development Authority ¹⁷	Member	One Commissioner	Four Years	Full Board (By Resolution)
Tallahassee Sports Council ¹⁷⁸	Member	One Commissioner	Three Years	Chairman
Tourist Development Council ¹⁸⁹	Member (Serves as TDC Vice Chair)	One Commissioner (Chairman or Chairman's designee)	Two Years	Chairman
Transportation Disadvantaged Coordinating Board 1929	Member (Serves as TDCB Chair)	One Commissioner	Two Years	Chairman
Value Adjustment Board ²⁰¹	Members (one selected as VAB Chair)	Two Commissioners	Two Years	Full Board
Workforce Development Consortium, Region 5 ²¹²	Member	One Commissioner	Two Years	Full Board

Foot Notes:

- 1. Apalachee Regional <u>Planning</u> Council: Section 186.504 F.S.; FL Admin Code 29L-1 (a) Of the three (3) representatives accorded to each member county, the county elected official shall be appointed by the Board of County Commissioners of the member county and shall serve at the pleasure of the Board of County Commissioners. Each Board of County Commissioners will then also appoint either the elected representative of the cities or the non-elected representative of the private sector.(b) The third representative from each county shall be appointed by the Governor subject to confirmation by the State Senate, pursuant to the provisions of Section 160.01(3), F.S.
- 2. Big Bend Continuum of Care Board: Required as part of a \$1 million grant that the Big Bend Homeless Coalition received through the federal HEARTH Act; CoC Governance Charter
- 3. Canopy Roads Citizens Committee Bylaws
- 4. Section 102.141 F.S.; Canvassing Board members must not be a candidate with opposition in the election being canvassed, or an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed (Disqualified to Serve) Substitute Member serves if Chairman is unable or Disqualified to Serve; and Alternate Substitute Member serves if the Chairman and Substitute Member are unable or Disqualified to Serve.
- 5. Capital Region Transportation Planning Agency Interlocal Agreement, Amended May 13, 2014 and Leon County Resolution No. 09-42
- 6. Challenger Learning Center Board Bylaws
- 7. Community Redevelopment Agency: City Code of Law, Chapter 6, Art. II, Div 2; Terms shall be consistent with City of Tallahassee Ordinance No. 07-O-35AA, which currently stipulates terms are concurrent with term of office; however, the County has requested a revision to provide for bi annual appointments
- <u>8.7.</u> Sec. 265.32, F.S.; Res. R85-46, 10/29/1985; Interlocal Agreement, 10/18/1985; COCA Bylaws; During Board's meeting of October 14, 2003, the Board voted to fill seven positions on the COCA Board through the Mayor, and that COCA adopt revisions to its Bylaws consistent with the Board's vote. COCA members selected from list of three candidates submitted by COCA for each Citizen Appointment vacancy, consistent with Sec. 265.32, F.S.
- 9.8. Criminal Justice Coordinating Council: Admin Order 2002-10
- 10.9. Downtown Improvement Authority: Laws of FL Chapter 2003-356 Sec. 5(1)
- 41.10. Downtown Tallahassee Business Association Bylaws
- 12.—Sec. 243.21(4) F.S.; Resolutions R90-42, Resolution R07-65; Term for Educational Facilities Authority (members is five years; (Sec. 243.21, F.S., and Resolution Resolutions R90-42; members required to file financial disclosures (R07-65)
- 13.11. Geographic Information Systems: Interlocal Agreement, May 1990
- 14.12. Joint City/County/School Board-Coordinating Committee: Interlocal Agreement, September 2006
- 45.13. Juvenile Justice Circuit Advisory Board HB 617 (2013); F.S., term limits set April 8, 2014 at BOCC meeting
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- 15. Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution No. R16-19; members required to file financial disclosures (R07-65)
- 16. Public Safety Coordinating Council: Sec. 951.25 F.S.; PSCC membership shall be consistent with Sec. 951.26, F.S. and include "...representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms."
- 17.—Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution No. R16-19; members required to file financial disclosures (R07-65)
- 18.—Tallahassee Sports Council; Enabling Resolution No. R12-05—February 28, 2012

19.17.

- 20.18. 125.0104(4)(e) F.S.; Ordinance No. 2011-10; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; Appointments to Tourist Development Council (TDC) shall be consistent with Ordinance No. 2011-10, Leon County Code, Chapter 11, III; and Sec. 125.0104(4)(e), F.S. Selection Criteria for TDC members: One member of the Council shall be the current Chairman of the Board of County Commissioners of Leon County, or any other member of the Board as designated by the Chairman, who shall serve as Vice Chairman of the Tourist Development Council. The four-year term of the members, as required by Florida Statute and Leon County Code, cannot be applicable to the member position held by the Chairman (or other designated Commissioner) because the Chairman is elected annually for only a one-year term. As such, upon approval by the Board of County Commissioners, the Chairman (or other designated Commissioner) may be appointed to the Tourist Development Council for a term of less than four years.
- 21.19. Transportation Disadvantaged Coordinating Board: Section 427.0157 F.S.; 41-2.012(1) FL Administrative. Code
- 22.20. Sec. 194.015 F.S.; FAC Code 12D-9.004; Selection Criteria for Value Adjustment Board.
- 23.21. Sec. 445.007, F. S.; 2015 Interlocal Agreement between Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region, Leon County, Gadsden County, and Wakulla County

Revised 01/23/201812/11/2018

Board of County Commissioners Leon County, Florida

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Revised 01/23/2018

Leon County Board of County Commissioners

Notes for Agenda Item #26

Leon County Board of County Commissioners

Agenda Item #26

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Advisory Committee on Quality Growth, the

Audit Advisory Committee and the Joint City/County Bicycling Workgroup

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 one citizen to the Advisory Committee on Quality Growth, two citizens to the Audit Advisory Committee and three citizens to the Joint City/County Bicycling Workgroup.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: The full Board to consider the appointment of **one** citizen to the Advisory Committee on Quality Growth for the remainder of the unexpired term ending May 31, 2020. The eligible applicants are: Robert Campbell, Ryan Culton, Rafael Marimon, Shawn Roberts, Todd Sperry and Jared Willis

Option #2: The full Board to consider the appointment of **two** members to the Audit Advisory Committee for two-year terms ending December 31, 2020. The eligible applicants are: Cecil Bragg and Deidre Melton

Option #3: The full Board to consider the appointment of **three** members to the Joint City/County Bicycling Workgroup for three-year terms ending December 31, 2021. The eligible applicants are: Deborah (Kathy) McDaris, Dennis Scott, Robert Feuerstein and Roger Holdener.

December 11, 2018

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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. In addition, at the November 20, 2018 meeting the Board requested information on the diversity of the applicants. Diversity information is requested as part of each citizen's application. The applications are included as attachments to this agenda item.

Analysis:

Advisory Committee on Quality Growth (ACQG)

<u>Purpose:</u> The ACQG serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The Committee is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of this advisory committee, places a greater emphasis on proactive input and feedback for all development review and approval matters.

<u>Composition:</u> The Committee has fifteen members appointed by the full Board: nine are nominated by local organizations/associations and the remaining six do not require a nomination. The initial terms were staggered. After the initial term, members will serve three-year terms.

<u>Vacancies:</u> There is one vacancy due to the resignation of Janice Dodge (Attachment #1) who was serving in Seat #11 *A resident of Leon County*. The eligible applicants are listed in Table #1.

Table #1. Advisory Committee on Quality Growth

Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Janice Dodge	5/31/2020	2.	Robert Campbell	Full Board to make one
(resigned)		3.	Ryan Culton	citizen appointment for
		4.	Rafael Marimon	the remainder of the
		5.	Shawn Roberts	unexpired term ending on May 31, 2020
		6.	Todd Sperry	1,14, 51, 2020
		7.	Jared Willis	

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Audit Advisory Committee (AAC)

<u>Purpose:</u> The Audit Advisory Committee adopts an annual plan of work for the County Auditor and oversees the work of the Auditor. The purpose of the AAC is to promote, maintain, and enhance the independence and objectivity of the internal audit function by ensuring broad audit coverage; adequate consideration of audit reports; and appropriate action on recommendations.

<u>Composition:</u> The Audit Advisory Committee consists of five members: two appointed by the Board, three appointed by the Clerk's Office. Members serve two-year terms expiring December 31. No member will serve more than three consecutive terms. Members must have experience as a public accountant, internal auditor, or as a financial manager for public, private or a not-for-profit institution.

<u>Vacancies</u>: The terms of Board appointed AAC members, Cecil Bragg and James Mathews expire on December 31, 2018. Mr. Bragg is an active member with regular attendance, and is eligible and seeking reappointment. Mr. Mathews is not seeking reappointment (Attachment #8). All eligible applicants are listed in Table #2.

Table #2: Audit Advisory Committee	Table #2:	Audit	Advisory	Committee
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Vacancies	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Cecil Bragg has served one term	12/31/2018	9. 10.	Cecil Bragg Deidre Melton	Full Board to make two appointments for two-year terms ending on
James Mathews has served two terms	12/31/2018			December 31, 2020.

Joint County /City Bicycling Workgroup (Workgroup)

<u>Purpose:</u> The Workgroup functions as a focus group providing input on cycling-related projects, improvements, events, and ordinances that are considered to be of community interest, to the Planning Department staff for consideration of recommendations to the Board of County Commissioners and the City Commission.

<u>Composition:</u> The Workgroup has 12 members; 6 members are appointed by the Board and 6 members are appointed by the City Commission. Members are representatives of cycle-related non-profit organizations, state/local agencies, bicycle groups, and local bicycle businesses. Terms are for three years and members are limited to three full consecutive terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

<u>Vacancies:</u> The terms of three Board appointed members are scheduled to expire on December 31, 2018: George Desloge, Deborah (Kathy) McDaris and Dennis Scott. Kathy McDaris and Dennis Scott are eligible for and are seeking reappointment; however, George Desloge is not seeking reappointment (Attachment #11). All eligible applicants are listed in Table #3.

December 11, 2018

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Table #3. Joint County / City Bicycling Workgroup

Vacancy	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Deborah (Kathy) McDaris has served two terms Dennis Scott has served two terms George Desloge has served two terms	12/31/2018 12/31/2018 12/31/2018	12. 13. 14. 15.	Deborah (Kathy) McDaris Dennis Scott Robert Feuerstein Roger Holdener	Full Board to make three appointments for three-year terms ending on December 31, 2021.

Options:

- 1. The full Board to consider the appointment of **one** citizen to the Advisory Committee on Quality Growth for the remainder of the unexpired term ending May 31, 2020. The eligible applicants are: Robert Campbell, Ryan Culton, Rafael Marimon, Shawn Roberts, Todd Sperry and Jared Willis.
- 2. The full Board to consider the appointment of **two** members to the Audit Advisory Committee for two-year terms ending December 31, 2020. The eligible applicants are: Cecil Bragg and Deidre Melton
- 3. The full Board to consider the appointment of **three** members to the Joint City/County Bicycling Workgroup for three-year terms ending December 31, 2021. The eligible applicants are: Deborah (Kathy) McDaris, Dennis Scott, Robert Feuerstein and Roger Holdener.
- 4. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

- 1. Dodge resignation
- 2. Campbell application and resume
- 3. Culton application
- 4. Marimon application
- 5. Roberts application and resume
- 6. Sperry application and resume
- 7. Willis application and resume
- 8. Audit Advisory Committee reappointment mail

December 11, 2018

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- 9. Bragg application and resume
- 10. Melton application and resume
- 11. Bicycling Workgroup reappointment emails
- 12. McDaris application
- 13. Scott application
- 14. Feuerstein application and resume
- 15. Holdener application and resume

From: Janice Dodge <janicedodge@mail.com>

To: Ariel Robinson < Robinson A@leoncountyfl.gov>

Date: 11/9/2018 4:55 PM **Subject:** ACQG resignation

Hi Ariel,

I wish to resign from the Advisory Committee on Quality Growth. I am happy to have participated and hope that I made useful contributions to their evaluations of environmental management activities. I do wish to pursue other committee volunteer opportunities, and I was informed that I cannot be a part of more than one committee. Again, thank you and everyone at ACQG for the opportunity to work with this group to best serve the citizens of Leon County.

Sincerely,

Janice Dodge

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Lage 1 of 5 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Robert A Campbell Jr				Date: 5/1/2017 12:48:13PM
Home Phone: (850) 893-2707	Work Phor	ne: (850)893-2707X	Email:	Bob1402wsl@aol.com
Occupation: REAL ESTATE DEVELO	OPER	Employer: SELF		
Preferred mailing location: Home	Address			
Work Address: 7120 OX BOW CIR	CLE			
City/State/Zip: TALLAHASSEE,FL	32312			
Home Address: 7120 OX BOW CIR	CLE			
City/State/Zip: TALLAHASSEE,FL				
Do you live in Leon County? Yes		do you live within the City li		No
Do you own property in Leon County?		If yes, is it located within	-	
For how many years have you lived in			?	54 years
Are you currently serving on a County		ommittee? Yes DSEM USER GROUF		
If yes, on what Committee(s) are you Have you served on any previous Lec				
If yes, on what Committee(s) are you		minilitiees?		
in yes, on what committee(s) are year	a mombor.			
Please indicate your area of expe	ertise:			
Recyider of construction do	volonment r	planning or environmental-re	lated cor	vices
(This seat requires a nom		naming or environmental-re	ialeu sei	vices
Name of nominating orga	nization:			
Employed by a university o	r local schoo	l system		
Name of Employer:				
Serves on a neighborhood association board or represents a neighborhood-based organization. (This seat requires a nomination by the Council of Neighborhood Associations.)				
Name of neighborhood Bo	oard/Organiz	ration:		
Employed by or represents	, a communi	ty-based, environment-relate	ed organi	zation
Name of organization:				
Represents a business ass	ociation or o	rganization. (This seat regu	uires a no	omination.)
				,
Name of nominating asso	ciation/orgar	nization:		
X Resident of Leon County				
(OPTIONAL) Leon County strives to a maintaining a membership in its Advis strictly optional for Applicant, the follow goals. Race: Caucasian Disabled? No	sory Committ wing informa Sex: Male	ees that reflects the diversit tion is needed to meet report	y of the c	ommunity. Although

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

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

Name: ROBERTW BURTON Telephone: 85032193141

Address: 6076 HEARTWOOD CIRCLE

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 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?
- 6.) Do you currenty 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: Robert A Campbell Jr

This application was electronically sent: 5/1/2017 12:48:13PM

Robert A. Campbell, Jr.

7120 Ox Bow Circle Tallahassee, Fl 32312 850-893-2707 (Ofc) 850-933-9408 (Cell) Bob1402wsl@aol.com

EXPERIENCE

Campbell Land Company - Tallahassee, Fl

1983-Present

Owner and manager of real estate company. Developed subdivisions. Development activities include: raw land evaluation and purchase, subdivision planning for lot layout and infrastructure, government approval process to acquire entitlements, supervision of infrastructure installation, preparation of various legal documents such as subdivision restrictive covenants, sales contracts, legal descriptions, deeds, mortgages and easements, take sales calls, show property to prospective buyers and execute contracts, maintain subdivision lots and community property, maintain company computers, printers and networks. Developed over 600 residential lots in Leon County, Florida in 27 different subdivisions.

REAL ESTATE DEVELOPMENTS		Robert A. Campbell, Jr.
IN LEON COUNTY, FLORIDA		7120 Ox Bow Circle
1977 - Present		Tallahassee, Fla. 32312
SUBDIVISION	LOTS	ACRES
DEVELOPED		(approx)
AUGUSTINE HILLS I	22	75
AUGUSTINE HILLS II	26	40
AUGUSTINE MEADOWS	12	47
AUGUSTINE MEADOWS II	7	14
AUGUSTINE OAKS	18	67
RIVERWOOD I	16	65
RIVERWOOD II	10	40
PRIORITY WOODS	19	24
SILVER LAKE WOODS	16	35
ANTHONY PROPERTIES	6	8
WILLIAMS WOODS	6	38
LOUVINIA WOODS	17	67
POWDER HORN WOODS	42	75
LOUVINIA HILLS	16	37
LOUVINIA LAKES	37	149
THUNDER HILL	21	18
	IN LEON COUNTY, FLORIDA 1977 - Present SUBDIVISION DEVELOPED AUGUSTINE HILLS I AUGUSTINE HILLS II AUGUSTINE MEADOWS AUGUSTINE MEADOWS II AUGUSTINE OAKS RIVERWOOD I RIVERWOOD II PRIORITY WOODS SILVER LAKE WOODS ANTHONY PROPERTIES WILLIAMS WOODS LOUVINIA WOODS LOUVINIA HILLS LOUVINIA LAKES	IN LEON COUNTY, FLORIDA 1977 - Present SUBDIVISION DEVELOPED AUGUSTINE HILLS I AUGUSTINE HILLS II AUGUSTINE MEADOWS 12 AUGUSTINE MEADOWS II 7 AUGUSTINE OAKS 18 RIVERWOOD I RIVERWOOD I PRIORITY WOODS 19 SILVER LAKE WOODS 16 ANTHONY PROPERTIES 6 WILLIAMS WOODS 17 POWDER HORN WOODS 16 LOUVINIA HILLS 16 LOUVINIA HILLS 16 LOUVINIA LAKES 37

17	ST. AUGUSTINE VILLAGE	13	3
18	LAFAYETTE MEADOWS	48	83
19	LAFAYETTE ESTATES	50	87
20	OX BOTTOM UNITS 1 THROUGH 9	71	145
21	BRANDED OAKS	18	38
22	WATERFORD PLANTATION II	5	20
23	ELYSIAN FOREST II & III	13	39
24	ST AUGUSTINE WOODS	15	12
25	SIERRA WOODS	50	150
26	OAK GROVE PLANTATION	22	55
27	OAK GROVE MEADOWS	24	24
	MISCELLANEOUS PARCELS	8	56
	TOTALS	604	1511

Real Estate Consultant – A. B. Taff & Sons, Inc.

1991-1993

Manage real estate operations of timber and coastal resort owner located in Tallahassee, Florida and Shell Point Beach, Florida. Negotiated with State of Florida for sale and purchase of Shell Point Beach, Florida by the State of Florida. Managed development and sale of company owned real estate including timber tracts, coastal property and subdivision lots.

Project Manager – Burroughs Corporation (Unisys Corporation)

1973-1983

Began as Systems Engineer, then Systems Specialist, through Project Manager for large computer vendor with installed large computer systems issuing driver's licenses and auto tags at the Florida Department of Highway Safety and Motor Vehicles and issuing food stamps and other services at the Florida Department of Health and Rehabilitative Services. Responsibilities included installation and maintenance of all system software, training of customer personnel, interface with customer management, and problem resolution.

Systems Analyst – Florida Department of Law Enforcement

1973

Developed fingerprint analysis computer program to match fingerprints on file with suspect fingerprints.

Data Center Director – CAI Center – Florida State University

1968-1973

Began as Computer Operator at Computer Assisted Instruction (CAI) Center at Florida State University, worked up through Operations Manager position, then into Data Center Director position, while taking coursework in Statistics And Educational Research at Florida State University.

EDUCATION

Masters Degree in Educational Research

August, 1977

Florida State University

Masters Degree in Statistics

March, 1977

Florida State University

Bachelors Degree in Criminology

December, 1967

Florida State University

Minor in Math

SKILLS

Project Management Real Estate Development Microsoft Word and Excell

AFFILIATIONS

Northside Rotary Club, Tallahassee, Florida

Leon County Growth and Environmental Management Citizen's Advisory Group

(Group reviews and advises Leon County Growth Management staff on proposed changes to Leon County Land Development Regulations. Member since founding of group in mid 1990's)

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT age 1 of 3 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Ryan Culton					Date:	11/28/2018	1:56:13PM
Home Phone: (850) 273-9360	Work Phor	ne: (850)222	2-5678X	Email:	rculton@	moorebass	s.com
Occupation: ENGINEER		Employer:	MOORE	BASS CON	SULTING	i	
Preferred mailing location: Home	Address						
Work Address:							
City/State/Zip: TALLAHASSEE,FL							
Home Address: 3709 RIVERTON T	RL						
City/State/Zip: TALLAHASSEE,FL							
Do you live in Leon County? Yes		do you live v		-	Yes		
Do you own property in Leon County?		= :		thin the City		No	
For how many years have you lived in			n Leon Cou No	nty?	1	years	
Are you currently serving on a County If yes, on what Committee(s) are you		ommillee?	INO				
Have you served on any previous Leo		mmittees?	No				
If yes, on what Committee(s) are you		minitioes:	140				
,,							
Please indicate your area of expe	ertise:						
Drawider of construction de	volonment n	lanning or ou	n viran manta	al rolated cor			
Provider of construction de (This seat requires a nom		nanning or er	nvironmenta	ai-reiated sei	vices		
(This seat requires a nom	illiauoii)						
Name of nominating orga	nization:						
Employed by a university o	r local schoo	ol system					
— Name of Employer:							
Serves on a neighborhood						ganization.	
(This seat requires a nomi	ination by th	ne Council of	f Neighborh	nood Assoc	iations.)		
Name of neighborhood Bo	oard/Organiz	zation:					
Employed by or represents	, a communi	ty-based, en	vironment-r	elated organ	ization		
Name of organization:							
Represents a business ass	ociation or o	rganization	(This soat)	roquiros a n	ominatio	n)	
			(TINS SCALT	equiles a in	Jiiiiiatio	,	
Name of nominating asso	ciation/orgar	nization:					
X Resident of Leon County							
Nesident of Leon County							
(OPTIONAL) Leon County strives to	meet its goal	s, and those	contained i	n various fed	leral and	state laws. c	of
maintaining a membership in its Advis	•						
strictly optional for Applicant, the follow	wing informa	ition is neede	ed to meet re	eporting requ	uirements	and attain t	hose
goals.							
Race:	Sex: Male)	Age:	39.00			
Disabled? No	District:						

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

PREVIOUS EXPERIENCE ON OTHER COMMITTEES: APPOINTED TO GOVERNOR'S BOARD ON SAFETY; AMERICAN SOCIETY OF TESTING MATERIALS F.24 TECHNICAL COMMITTEE FOR RECREATIONAL STANDARDS; AMERICAN ASSOCIATION OF STATE TRANSPORTATION HIGHWAY OFFICIALS RESEARCH ADVISORY COMMITTEE.

EDUCATIONAL BACKGROUND: BACHELOR OF SCIENCE DEGREE IN CIVIL AND ENVIRONMENTAL ENGINEERING, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN; MASTERS IN BUSINESS ADMINISTRATION, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN.

SKILLS AND EXPERIENCE TO CONTRIBUTE: I BELIEVE MY DIVERSE BACKGROUND IN BOTH ENGINEERING AND BUSINESS WOULD ALLOW ME TO PROVIDE SOME UNIQUE ANALYTICAL INSIGHT. IN ADDITION, MY EXPERIENCE IN GOVERNMENT AND BUSINESS FROM ANOTHER STATE AND LARGE METROPOLITAN AREA (CHICAGO) COULD ALSO PROVIDE SOME DIVERSIFICATION AND BEST PRACTICES FROM ANOTHER PROSPECTIVE.

LICENSED PROFESSIONAL IN ILLINOIS AND FLORIDA: LICENSED IN ILLINOIS SINCE 2007. LICENSED IN FLORIDA SINCE 2018.

LOCAL CHARITABLE AND COMMUNITY ACTIVITIES: VOLUNTEER FOR GIRLS ON THE RUN BIG BEND CHAPTER. ACTIVE IN THE CATHOLIC CHURCH.

I AM REALLY INTERESTED IN THE COMMITTEE ON QUALITY GROWTH BECAUSE IN MY PROFESSION AS A CIVIL ENGINEER I AM VERY COGNIZANT OF THE NEED FOR DEVELOPMENT IN THE COMMUNITY FOR EXPANSION AND OPPORTUNITY, BUT ALSO KEEPING IN MIND CORE VALUES AND QUALITY OF LIFE STANDARDS FOR A COMMUNITY. I BELIEVE A GOOD BALANCE KEEPS OUR COMMUNITIES LIVELY AND PLACE THAT GENERATIONS TO COME WANT TO RAISE A FAMILY. MY WIFE AND I CHOSE TALLAHASSEE AND LEON COUNTY FOR THE OPPORTUNITIES AND THE QUALITY OF LIFE FOR OUR FAMILY AND I FEEL A RESPONSIBILITY TO OTHER FAMILIES, WHO WANT TO CALL THIS PLACE HOME, TO SUSTAIN A VIBRANT COMMUNITY. MY BACKGROUND IN RESEARCH WITH ILLINOIS DEPARTMENT OF TRANSPORTATION, I BELIEVE, WOULD ALSO LEND ITSELF TO BEING A CONTRIBUTING MEMBER TO THE RESEARCH AND DEVELOPMENT AUTHORITY. I BELIEVE THAT NOT ONLY LEON COUNTY, BUT THE UNITED STATES AS A WHOLE, BECAUSE OF OUR HIGHER EDUCATION SYSTEM - IS IDEAL FOR LEADING THE WORLD IN RESEARCH AND DEVELOPMENT. MY TECHNICAL BACKGROUND AND MBA TRAINING WOULD ALLOW ME TO PROVIDE SOME VALUE TO APPLYING RESEARCH TO AID IN TODAY'S CHALLENGES.

References (you must provide at least of	Attachment # 3 Page 3 of 3	
Name: TOM O'STEN Address: 805 N GADSDEN ST	Telephone: 8502225678	
Name: Address:	Telephone:	

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. Moore Bass Consulting frequently has plans reviewed by Leon County for site plan and environmental approval. I'm not aware of any direct contract or business that Moore Bass has with the Leon County.

- 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: Ryan Culton

This application was electronically sent: 11/28/2018 1:56:13PM

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Page 1 of 2 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Rafael Marimon					Date:	8/13/2018	1:23:20PM
Home Phone: (754) 304-1926	Work Phone	e: ()-X					@gmail.com
Occupation: ACCOUNT SPECIALIST		Employer:	CAREER	SOURCECA	APITALRI	EGION	
Preferred mailing location: Home Work Address: 619 S WOODWARD APT 403	Address D AVE						
City/State/Zip: TALLAHASSEE,FL							
Home Address: 619 S WOODWARD APT 403) AVE						
City/State/Zip: TALLAHASSEE,FL				: .: 0			
Do you live in Leon County? Yes Do you own property in Leon County?		do you live w		ty limits? hin the City l	Yes	No	
For how many years have you lived in		= :		_		years	
Are you currently serving on a County			No	ity .		youro	
If yes, on what Committee(s) are you	-						
Have you served on any previous Leo	_	nmittees?	No				
If yes, on what Committee(s) are you a	a member?						
Please indicate your area of expe							
Provider of construction dev		anning or en	vironmenta	I-related ser	rvices		
Name of nominating organ	nization:						
Employed by a university or	r local school	system					
Name of Employer:							
Serves on a neighborhood a (This seat requires a nomi		-		-	-	ganization.	
Name of neighborhood Bo	oard/Organiza	ation:					
Employed by or represents,	, a community	y-based, env	ironment-re	elated organ	ization		
Name of organization:							
Represents a business asse	ociation or or	ganization. (This seat r	equires a no	omination	n.)	
Name of nominating asso	ciation/organi	ization:					
X Resident of Leon County							
(OPTIONAL) Leon County strives to r maintaining a membership in its Advis strictly optional for Applicant, the follow goals.	ory Committe	es that refle	cts the dive	rsity of the c	community	y. Althougl	h
Race: Hispanic	Sex: Male District: Dis	A strict 2	ige:	26.00			

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

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

Name: KARA PALMER SMITH Telephone: 8505086123

325 JOHN KNOX ROAD Address:

Name: DARYL JONES Telephone: 8505285241

Address:

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- 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) Nο 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?
- 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.

Rafael Antonio Marimon Signature:

8/13/2018 1:23:20PM This application was electronically sent:

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Lage 1 of 3 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Shawn Roberts					Date:	5/26/2017 7:10:40AM	
Home Phone: (850) 528-4658	Work Pho	ne: (850)878	8-8272X	Email:	Shawn	@morethanbuildings.com	
Occupation: GENERAL CONTRACTOR Employer: MAD DOG CONSTRUCTION							
Preferred mailing location: Home	Address	1					
Work Address: 1203 MICCOSUKEI	E ROAD						
City/State/Zip: TALLAHASSEE,FL	32308						
Home Address 3077 OBRIEN DRIV	/E						
City/Ctata/7in: TALLALIACOEF FL	22200						
City/State/Zip: TALLAHASSEE,FL Do you live in Leon County? Yes		, do you live v	vithin the Ci	tv limits?	Yes		
Do you own property in Leon County?	-	-		hin the City		Yes	
For how many years have you lived in		-		-		8 years	
Are you currently serving on a County			No	,		<i>y</i>	
If yes, on what Committee(s) are you	-						
Have you served on any previous Leo	n County co	mmittees?	No				
If yes, on what Committee(s) are you	a member?						
Please indicate your area of expe	rtise:						
Provider of construction dev	velopment, į	planning or er	nvironmenta	ıl-related ser	vices		
(This seat requires a nom							
Name of naminating organ	nization:						
Name of nominating organ	iizalioii.						
Employed by a university of	r local schoo	ol system					
Name of Employer:							
Serves on a neighborhood							
(This seat requires a nomi	nation by ti	ne Council of	r Neignborn	lood Assoc	iations.)		
Name of neighborhood Bo	oard/Organiz	zation:					
Employed by or represents.	, a commun	ity-based, env	vironment-re	elated organ	ization		
Name of organization:	,	,		J			
Represents a business ass	ociation or c	organization.	(This seat r	equires a n	ominatio	on.)	
Name of nominating asso	ciation/orga	nization.					
Traine of Herrimaning about	olation, or ga						
X Resident of Leon County							
(OPTIONAL) Leon County strives to r	-						
maintaining a membership in its Advis							
strictly optional for Applicant, the follow	ving informa	ation is neede	a to meet re	eporting requ	urement	s and attain	
those goals. Race: Caucasian	Sex: Male	e A	Age:	44.00			
Disabled? No	District: D	District 4					

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

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

Name: LAURIE DOZIER Telephone: 850-508-8272

Address: 1203 MICCOSUKEE ROAD

Name: CLAUDE WALKER Telephone: 850-251-2670

Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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- 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? Yes

If yes, please explain. WE ARE A GENERAL CONTRACTING COMPANY THAT PERMITS THROUGH THE COUNTY

- 5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?
- 6.) Do you currenty 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: Shawn Roberts

This application was electronically sent: 5/26/2017 7:10:40AM

PROJECT MANAGEMENT STAFF FOR TCC PROJECTS



SHAWN ROBERTS Chief Operating Officer, Senior Project Manager

EMPLOYMENT

Mad Dog Construction employee 6 years; 21 years construction experience. Co-owner of Mad Dog Construction since 2012.

CITY OF RESIDENCE

Tallahassee, Florida

EDUCATION & ACTIVE CERTIFICATIONS

- Auburn University, Bachelor of Science in Building Sciences, Class of 1995
- State of Florida Certified General Contractor's License, CGC-061939
- State of Georgia Certified General Contractor's License, GCCO-003107
- State of Alabama Certified General Contractor's License, 47531
- Smith Currie and Hancock Risk Management Course (yearly)
- Biennial 14-hour State Licensing Required Education

Educational Facilities Experience

70+ Projects

\$60M DOLLARS 8+ YEARS

EXPERIENCE & QUALIFICATIONS

During Shawn's 21 years of construction management experience, **he has led the construction of many University and K-12 projects** in North Florida and South Georgia as well as numerous other commercial Construction Management projects including offices, retail, industrial, club house/resort and financial institutions throughout Florida and Georgia. These projects represent over 1,000,000 square feet, over \$150 million in construction services, and over \$100 million in preconstruction, development planning and estimating services.

Prior to joining Mad Dog Construction, Shawn served as President of TeamSouth Construction's North Division in Tallahassee, where he led numerous projects. He also directed a regional office in Jacksonville, FL where he was responsible for all aspects of operations, finances and marketing in 12 counties. Shawn is now an owner, Chief Operating Officer (COO), and Senior Project Manager at Mad Dog Construction.

Shawn's Project Management responsibilities include estimating, contract negotiations, scheduling, cost control, quality control, document management, conflict resolution, submittals, pay requests, Owner/Architect meetings, site personnel management, and general oversight of project activities.

SIGNIFICANT EXPERIENCE

<u>University & Community College</u> <u>Experience</u> Total of +/- \$35M

FSU Strozier Library Annex AHU Replacement & Renovation (\$1.4M) (16,000 SF)

FSU Film School Renovation (\$1.7M) (10,000 SF)

FSU Central Utilities Plant Waterproofing (\$300K) (N/A SF, exterior waterproofing project)

FSU Longmire Conference Room Renovation (\$250K) (1.650 SF)

FSU Opperman Musical Courtyard (\$67K) (1K SF)

FSU Athletics Fueling Station (\$280K) (730 SF)

FSU Longmire Stair Demo and Reconstruction (2 projects) (+/- \$726K combined) (N/A SF)

FSU Players' Lounge (\$408K) (8,400 SF)

Additional FSU Construction Management Projects, 2013 - 2016

FSU Construction Management Projects, 1999 - 2002 (19 projects) (\$19M) (240,000 SF)*

GA Southwestern Plant Facilities Renovation and New Building (\$2M) (10,000 SF)*

Santa Fe Community College Minor Projects Continuing Services Contract (\$3M) (20,000 SF)*

Bainbridge College Classroom Wing Addition (\$1.5M) (8,000 SF)*

Other Construction Management Various Projects (\$4M) (60,000 SF)*

K-12 Experience

Total of +/- \$25M over 3 years as Director of a regional office that served Duval County Schools and several other school systems

Duval County Schools, CM Continuing Services (50 + projects) (\$25M) (1M SF)*

Greenville, FL Elementary School (Complete Renovation) (\$3M) (30K SF)*

Starke, FL Elementary Media Center (Ground Up) (\$800K) (7,000 SF)*

<u>Commercial Construction</u> Management

Total of +/- \$100M in additional Construction Management projects using CM at Risk method.

*previous experience

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Lage 1 of 3 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Todd Sperry					Date: 5/8/2017 2:50:36PM			
Home Phone: () -	Work Pho							
Occupation: GENERAL CONTRACT	Occupation: GENERAL CONTRACTOR Employer: OLIVERSPERRY RENOVATION							
Preferred mailing location: Work	Address							
Work Address: 401 OFFICE PLAZA	A DRIVE							
City/State/Zip: TALLAHASSEE,FL								
Home Address 2125 TRESCOTT D	RIVE							
City/State/Zip: TALLAHASSEE,FL	32308							
Do you live in Leon County? Yes		, do you live v	vithin the City	limits?	No			
Do you own property in Leon County?	Yes	If yes, is it	located within	n the City I	limits? No			
For how many years have you lived in			n Leon County	?	30 years			
Are you currently serving on a County	-	ommittee?	No					
If yes, on what Committee(s) are you								
Have you served on any previous Leo	-	mmittees?	Yes					
If yes, on what Committee(s) are you	a member?							
Please indicate your area of expe	ertise:							
Provider of construction de (This seat requires a nom		planning or er	ivironmental-r	elated ser	vices			
(This seat requires a nom	imation)							
Name of nominating orga	nization:							
Employed by a university o	r local schoo	ol system						
		•						
Name of Employer:								
Serves on a neighborhood	association	board or repr	esents a neigh	nborhood-	based organization.			
(This seat requires a nomi								
Name of neighborhood Bo	oard/Organi:	zation:						
Traine of heighborhood Bo	Jara/Organiz	Lation.						
Employed by or represents	, a communi	ity-based, env	/ironment-rela	ted organi	ization			
Name of organization:								
Represents a business ass	ociation or c	organization. ((This seat req	uires a no	omination.)			
Name of nominating asso	ciation/orga	nization:						
	3.							
X Resident of Leon County								
(OPTIONAL) Leon County strives to r	-							
maintaining a membership in its Advis								
strictly optional for Applicant, the following those goals.	wing informa	ation is neede	a to meet repo	orting requ	direments and attain			
Race: Caucasian	Sex: Male	e A	Age: 56	6.00				
Disabled?	District: D	District 5						

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

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

Name: WILL BUTLER Telephone: 850-345-9455

Address: 997 ILEX WAY TALLAHASSEE - 12

Name: EVERITT DREW Telephone: 850-385-5005

Address: 250 JOHN KNPOX ROAD SUITE 6 TALLAHASSEE-03

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.
- 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?

 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 currenty 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: Todd H Sperry

This application was electronically sent: 5/8/2017 2:50:36PM

5/8/17

Todd Sperry Bio

Todd's Family moved to Tallahassee in 1972. He graduated from Godby High School in 1978. After received a BS in Building Construction from University of Florida he joined the Family Business, Sperry and Associates Inc.(Commercial General Contracting Firm), in 1983. Todd became President and CFO of the Company from 1993 to 2001. In 2001 he was recruited by the ST Joe Company to create a construction entity in one of their Business units, the ST Joe Land Co. Projects of significance while at ST Joe include the HGTV Dream House in 2003, two Southern Living Idea Houses and the 1400 acre River Camps at Crooked Creek in Bay County. In 2007 he formed Oliver Renovation and Kimmel Development with partners. In 2013 he sold his interest in Kimmel Development. His current role is Vice President and CFO of OliverSperry Renovation, but prefers the job description as "Head Dreamer and Schemer". Todd describes himself as a serial entrepreneur having been involved in the startup or running of six business.

Todd has been married to Jodi for 31 years and has two children Chase 22 and Shane 18. He enjoys home improvement projects, traveling and working out doors

Community Involvement include:

- Leon County Schools Citizen Oversight Committee advising the administration of ½ penny sales tax. 2003 – 2008
- Chairman of the Board of United Way 2006-2007
- Original KCCI Community Catalyst 2007
- Founding member of Sustainable Tallahassee 2008
- Chairman of Chamber of Commerce 2011
- Member of Blue Print Sales Tax Committee
- Member of the seven member Joint Planning Board, representing United Way, overseeing the CHSP process of the distribution of charitable funds 2013
- Member of TCC Foundation

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Lage 1 of 3 ADVISORY COMMITTEE ON QUALITY GROWTH

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.

Name: Jared Willis					Date: 5/2/2017 3:46:10PM
Home Phone: (850) 284-1996	Work Phone: ()-X Email: jared@jaredwillisllc.com			jared@jaredwillisllc.com	
Occupation: COMMERCIAL ADVISO TALCOR	SOR, NAI Employer: PRESIDENT, DOWNTOWN BUSINESS ASSOCIATION				
Preferred mailing location: Home	Address	ı			
Work Address: 1650 RICH STREE					
City/State/Zip: TALLAHASSEE,FL	32303				
Home Address: 1650 RICH STREE					
City/State/Zip: TALLAHASSEE,FL					
Do you live in Leon County? Yes		-	ithin the City lin		Yes
Do you own property in Leon County?		-	located within t	_	
For how many years have you lived in			No No		22 years
Are you currently serving on a County If yes, on what Committee(s) are you a		ommittee?	NO		
Have you served on any previous Leo		mmittees?	No		
If yes, on what Committee(s) are you		mmucco:			
, , , , , , , , , , , , , , , , , , , ,					
Please indicate your area of expe	rtise:				
Provider of construction dev	volonmont r	lanning or on	vironmontal rol	atad can	vices
(This seat requires a nom		naming or en	viioiiiieiilai-iei	aleu sei	vices
(This seat requires a nom	illation)				
Name of nominating organization:					
Employed by a university or local school system					
Name of Employer:					
Serves on a neighborhood association board or represents a neighborhood-based organization. (This seat requires a nomination by the Council of Neighborhood Associations.)					
Name of neighborhood Board/Organization:					
Employed by or represents, a community-based, environment-related organization					
Name of organization:					
X Represents a business association or organization. (This seat requires a nomination.)					
Name of nominating association/organization:					
X Resident of Leon County					
(OPTIONAL) Leon County strives to r maintaining a membership in its Advis	ory Committ	tees that reflec	cts the diversity	of the c	community. Although
strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those				mornor and attain those	
· · · · · · · · · · · · · · · · · · ·	Sex: Male District: D	e A vistrict 1	ge: 27.	00	

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

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

Name: KRISTIN DOZIER Telephone: 8505092907

Address: DOZIERK@LEONCOUNTYFL.GOV

Name: Telephone:

Address:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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- 2.) Are you willing to complete a financial disclosure form Yes
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 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?
- 6.) Do you currenty 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: Jared Willis

This application was electronically sent: 5/2/2017 3:46:10PM



JARED WILLIS

OBJECTIVE

To use my acquired skills and education to serve and represent my community on a Leon County citizen advisory board.

SKILLS & ABILITIES

Excel, Word, Powerpoint

Wordpress, Squarespace, Wix

Adobe Creative Suite

VITALS

1650 Rich Street

Tallahassee, FL 32303

T 850-284-1996

E jaredcwillis@icloud.com

EDUCATION

B.S. in Hospitality Mgmt.

Florida State University

EXPERIENCE

PRESIDENT, DOWNTOWN TALLAHASSEE BUSINESS ASSOC.

JANUARY, 2015 - PRESENT My duties as President include:

- -Advocating for downtown businesses to local government and stakeholders.
- -Creating partnerships with other community-oriented organizations.
- -Representing the association to the Tallahassee community.

COMMERCIAL ADVISOR, NAI TALCOR

MARCH, 2016 - PRESENT

My duties as a commercial advisor include representing tenants, landlords, building owners, and purchasers in commercial real estate transactions.

ASSOCIATIONS

Greater Tallahassee Chamber of Commerce & Access Tallahassee Member

Tallahassee Board of Realtors, Commercial Council – Co-Chair

Florida Society of Association Executives

KCCI Tallahassee, Class of 2017

RFFFRFNCFS

BETSY COUCH

Executive Director, Knight Creative Community Institute

PAIGE CARTER-SMITH

Executive Director, Downtown Improvement Authority

ED MURRAY

President, NAI TALCOR

From: Mathews <mathjjj@comcast.net> Sent: Friday, November 16, 2018 06:26 PM

To: cecilbragg@comcast.net; Lillian Spell <LFSpell@leoncountyfl.gov>

Cc: Brittnee Clark <BFClark@leoncountyfl.gov>

Subject: Re: Term Expiration

Ms. Spell,

While I have enjoyed my tenure of service, due to other obligations, I will not seek reappointment to the Committee. I hope this notice is received in sufficient time to pursue other applicants. I will not return to Tallahassee until Wednesday of next week.

Thank you for all of your support and best wishes to the Committee and please do give my regards to Clerk Marshal.

James Mathews

Sent from Xfinity Connect Application

----Original Message-----

From: LFSpell@leoncountyfl.gov<mailto:LFSpell@leoncountyfl.gov>

To: cecilbragg@comcast.net<mailto:cecilbragg@comcast.net>, mathjjj@comcast.net<mailto:mathjjj@comcast.net>

Cc: BFClark@leoncountyfl.gov<mailto:BFClark@leoncountyfl.gov>

Sent: 2018-11-15 2:36:31 PM Subject: Term Expiration

Good afternoon,

It has been brought to my attention that your terms expire on December 31, 2018. However, there is great news, both are eligible for reappointment. If you seek reappointment, please complete a new application at the web page below. Applications are due by Tuesday, November 20, 2018.

http://www2.leoncountyfl.gov/committees/

Affirmations will be included on the December 11, 2018 county commissioners meeting agenda. Thanks.

Respectfully, Lillian F. Spell, CIA, CISA, CGAP, CFE, CIGA, CICA Internal Audit Manager for Gwen Marshall Leon County Clerk of the Circuit Court and Comptroller 301 S. Monroe St. Tallahassee, FL 32301 Phone: (850)606-4019

LFSpell@leoncountyfl.gov<mailto:LFSpell@leoncountyfl.gov>

CONFIDENTIALITY NOTICE: Due to Florida's broad public records law, most written communication to or from this organization is public record and available to the public and media upon request.

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMEN Lage 1 of 3 AUDIT ADVISORY COMMITTEE

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.

Name: Cecil Bragg		Date: 11/16/2018 1:08:25PM
Home Phone: (850) 509-0497	Work Phone: ()-X	Email: cecilbragg@comcast.net
Occupation: RETIRED	Employer: NA	
Preferred mailing location: Home	Address	
Work Address:		
City/State/Zip: TALLAHASSEE,FL		
Home Address: 1136 SPINNEY CO	URT	
City/State/Zip: TALLAHASSEE,FL		Y 11 O You
Do you live in Leon County? Yes	If yes, do you live within the City I Yes If yes, is it located within	
Do you own property in Leon County?	Yes If yes, is it located within and/or owned property in Leon County'	3
Are you currently serving on a County		? 40 years
If yes, on what Committee(s) are you		COMMITTEE
Have you served on any previous Lec		
If yes, on what Committee(s) are you	•	
maintaining a membership in its Advis strictly optional for Applicant, the follow goals. Race: Caucasian Disabled?	District:	ty of the community. Although orting requirements and attain those
Committees; your educational bac	e or list the following: any previous ex kground; your skills and experience y nal licenses and/or designations and in factive in Leon County; any charitable	ou could contribute to a ndicate how long you have
=	s for your choice of the Committee ind	dicated on this Application.

Attachment #9 Page 2 of 3

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

Name: ROBERT CLIFT Telephone: 850-294-9483

Address: 3039 LAKESHORE DRIVE, TALLAHASSEE, FLORIDA

Name: JOSEPH MALESZEWSKI Telephone: 850-228-1987 Address: 2039 SOUTH SHAMROCK DRIVE, TALLAHASSEE, FLORIDA

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- 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?
- 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: Cecil T. Bragg, Jr.

This application was electronically sent: 11/16/2018 1:08:25PM

Resume -- Cecil T. Bragg, Jr.

HHS/OIG/OAS Employment: Auditor from May 1974 to January 1988 before leaving to establish an internal audit office in a State of Florida agency. Retired from the State with 22 years service and returned to the OAS in November 2008. Retired from OAS in March 2013 as Senior Auditor with 18 years total service.

Past Employment as Inspector General/Chief Internal Auditor:

- *Florida Dept. of Business Regulation, January 1988 to May 1990
- *Florida Dept. of Community Affairs May 1990 to October 1993
- *Florida Dept. of Transportation, October 1993 to June 2008

Past Employment as Auditor/Auditor in Charge:

- *Florida Dept. of Revenue, June 1973 to May 1974
- *HHS/OIG/OAS, May 1974 to January 1988
- *Florida Dept. of Health, June 2008 to November 2008

Education:

- *B.S., Business Administration, Florida State University
- *M.S., Public Administration, Florida State University

Certifications:

- *Certified Public Accountant, State of Florida
- *Certified Government Audit Professional, Institute of Internal Auditors
- *Certified Inspector General, Association of Inspectors General

Professional:

- *Association of Inspectors General, Founding Member of National Organization and Past President of Florida Chapter and long term member of Board of Directors.
- *Florida Audit Forum, Founding Member and Past President.
- *Institute of Internal Auditors, past local chapter officer and board member. Past member of the IIA's international Professional Issues Committee and Government Relations Committee.
- *Association of Government Accountants, currently on the Board of Directors of the Tallahassee Chapter and chair of chapter's Conference Committee/Agenda Subcommittee.

Awards:

- *Advancing Government Accountability Award, Association of Government Accountants
- *Lifetime Achievement Award, Institute of Internal Auditors
- *Outstanding Leadership Award, Florida Audit Forum
- *Excellence in Service and Quality Award, Audit Committee of the American Association of State Highway Transportation Officials
- * Special Achievement Award, HHS/OIG/OAS

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT lage 1 of 4 **AUDIT ADVISORY COMMITTEE**

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.

Name: Deidre Melton					Date:	11/20/2018	9:47:25AM
Home Phone: (850) 766-3687	Work Phone	e: (850)599	9-3131X	Email:	eternal	rho@gmail.c	om
Occupation: INTERNAL		Employer:	FLORIDA	A&M UNIV	ERSITY		
AUDITOR/INVESTIGAT	OR						
Preferred mailing location: Home	Address						
Work Address: 1700 LEE HALL DR		07B					
Work / laurese.							
City/State/Zip: TALLAHASSEE,FL:	32307						
Home Address: 6030 SHAWMUT ST	REET						
City/State/Zip: TALLAHASSEE,FL:	32305						
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? 10 years							
Are you currently serving on a County Advisory Committee?							
If yes, on what Committee(s) are you a member?							
Have you served on any previous Leon County committees?							
If yes, on what Committee(s) are you a	member?						
(OPTIONAL) Leon County strives to n	neet its goals	, and those	contained in	various fed	leral and	state laws,	of
maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although							
strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those							
goals.	-						
Race: African American	Sex: Fema	le A	\ge:	36.00			

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

District: District 1

Disabled?

Nο

Attachment #10 Page 2 of 4

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

Name: FAYE SMITH Telephone: 8504437550

Address: 1550 GOODWARD DRIVE TALLAHASSEE, FL 32308

Name: RUOXU LI Telephone: 6082397134

Address: 461 MEADOW DRIVE TALLAHASSEE FL 32312

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- 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?
- 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: DEIDRE MELTON

This application was electronically sent: 11/20/2018 9:47:25AM

Deidre N. Melton

Email: eternalrho@gmail.com
Mobile: (850) 766-3687

LinkedIn: www.linkedin.com/in/deidremeltoncisa

AUDIT, COMPLIANCE, CYBERSECURITY, & RISK PROFESSIONAL

Results oriented professional with more than twelve years of experience in internal/external auditing, consulting, and investigations for State University System of Florida entities. Also, a dynamic communicator who possesses a consistent record of completing projects and audits on time and within budget while working independently or as part of a team.

Skills and core competencies include:

Audit Management • Risk Assessment • Strategic Management • Problem Resolution • Cybersecurity Assessment and Consulting • Process Improvement • Project Management • Travel/P-Card Review • Cash Management/Reconciliation • Report Writing• Fraud Principles• Public Speaking• COSO • COBIT Framework • HIPPA • FERPA • Staff Development • Application Controls Testing • Compliance • Internal Control Assessment • Conducting Investigations• Policy Review & Development • Segregation of Duties • Relationship Building • Managing Confidential and Sensitive Information

Professional Experience

January 2014 - Present

Florida Agricultural & Mechanical University

Tallahassee, Florida

Internal Auditor/Investigator

- Perform financial, compliance, and operational audits of various departments and direct service organizations.
- Conduct investigations related to fraud, abuse, and retaliation.
- Evaluate the effectiveness, efficiency, and security of the Information Technology Services (ITS) systems compliance with applicable laws, rules, regulations, policies, and procedures and perform compliance reviews, operational performance testing, and on-going monitoring of information technology resources.
- Consult with ITS regarding the design, implementation, operation and improvement of IT controls, policy, and procedures to meet "best practice" standards.
- Perform consulting engagements related to cyber security and other high risk IT areas.
- Provide assistance and direction to external auditors and coordinate audits, investigations, and management reviews relating to the programs and operations of the information technology systems.
- Provide project implementation oversight to ensure efficiency and thorough application upgrades and systems development.
- Develop procedures and work paper guidelines for the Division of Audit and Compliance in order to streamline processes, maintain compliance with current audit standards and industry best practices, and improve work product value for stakeholders.
- Annually conduct a comprehensive university-wide risk assessment of strategic risks, operational risks, compliance risks, and financial risks.

Position Accomplishments:

- Redesigned the university risk assessment processes to align with and evaluate for current industry risks and provide greater feedback to management
- Developed and organized the first training on import controls offered by the Division of Audit and Compliance in conjunction with the Federal Bureau of Investigations.
- Built relationships with management in various departments, who now actively request consulting engagements to improve business processes.
- Developed a comprehensive compliance charter for the University that adhered to industry best practices, management expectations, and state regulations.
- Co-Lead the implementation of the ACL Enterprise Governance Software to automate the division's work paper process.

Tallahassee, Florida

Lead Senior Auditor, Information Technology Audits

- Performed all phases of information technology audits of educational entities and local government entities throughout Florida. The audits included evaluating internal and security controls related to the entity's financial application, database, operating system, and network. In addition I audited general controls related to risk assessments, disaster recovery, security incident reporting and response, data loss prevention, audit logging and monitoring, physical security, written policies and procedures, hardware sanitization, contract management, system implementation, security awareness, and compliance with industry best practices, regulatory requirements, and state law.
- Coordinated audit workflow with supervisors and management located throughout Florida
- Consulted on application security controls during the project implementation process at educational entity.
- Trained new auditors on audit procedures and assisted them with learning about various applications, database, operating system and network controls.

Position Accomplishments:

- Co-developed the IT risk assessment guide used by all agency IT auditors.
- Assisted in the redevelopment of the IT questionnaire/assessment used by all financial auditors in the conduct of their work.
- Promoted from Auditor to Senior Auditor to Lead Senior Auditor within 5 years.
- Consistently received outstanding performance evaluation scores for my ability to communicate efficiently across all levels of management internally and externally.

May 2005 - April 2006

Tallahassee-Leon Shelter

Bookkeeper

- Performed all accounting functions of the agency
- Managed grant funding allocation, reporting, and budgeting
- Prepared budget, biweekly payroll, tax reports, worker's compensation reports, accounts receivable, and accounts payable
- Prepared agency financial, statistical, and program reports for grants, presentations and audits

Tallahassee, Florida

Position Accomplishments:

- Processed payroll on-time consistently.
- Fixed the QuickBooks application so that it would calculate child support correctly for those with multiple state judgements.

Professional Development

EDUCATION

Florida Agricultural & Mechanical University

Professional Master in Business Administration

- Dual Degree Business Program:
 Master of Business Administration
 Bachelor of Science Management
- Degrees Conferred: December 16, 2005

CERTIFICATION

ISACA

- Certified Fraud Examiner (CFE)
- Certified Information Systems Auditor (CISA)
- Certified Information Security Manager (CISM)
- Certified in Risk and Information Systems Controls (CRISC)

PROFESSIONAL AFFILIATIONS

- ISACA, Tallahassee Chapter, President
- Institute of Internal Auditors (IIA), Tallahassee Chapter, Member
- Association of College and University Auditors (ACUA), Member
- Association of Government Accountants (AGA), Tallahassee Chapter, Member
- Association of Certified Fraud Examiners (ACFE), Tallahassee Chapter, Member

From: "Christesen, Julie" < Julie. Christesen@talgov.com>

To: Kathy McDaris <mcdaris@comcast.net>
CC: "Smach, Mary" <SmachM@leoncountyfl.gov>

Date: 11/15/2018 4:06 PM

Subject: RE: Reappointment to the Joint City County Bicycle Working Group

Great, thanks! You're a great asset to the committee.

Julie

From: Kathy McDaris <mcdaris@comcast.net>

Sent: Thursday, November 15, 2018 3:59 PM To: Christesen, Julie < Julie. Christesen@talgov.com> Cc: Smach, Mary < SmachM@leoncountyfl.gov>

Subject: Re: Reappointment to the Joint City County Bicycle Working Group

EXTERNAL EMAIL Please report any suspicious attachments, links, or requests for sensitive information.

I would! I'll fill it out right now.

Thank you! Kathy

On Nov 15, 2018, at 2:43 PM, Christesen, Julie

<Julie.Christesen@talgov.com<mailto:Julie.Christesen@talgov.com>> wrote:

Hi Kathy!

Are you interested in being reappointed to the Joint City County Bicycle Working Group? Your term expires in December.

If so, please fill out a new application on our web page: http://www2.leoncountyfl.gov/committees/. This is because your application is over 2 years old.

I will be out of the office next week, but I've copied Mary Smach, the agenda coordinator for the County, on this email. So if you are interested, she can get the ball rolling.

Thanks!

Julie

Julie Conn Christesen, AICP

Senior Planner

Tallahassee-Leon County Planning Dept.

Comprehensive Planning & Urban Design

850.891.6433<tel:850.891.6433> • Julie.Christesen@talgov.com<mailto:Julie.Christesen@talgov.com> <image001.png>

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

From: "velo4@juno.com" <velo4@juno.com>

To: <Julie.Christesen@talgov.com>
CC: <SmachM@leoncountyfl.gov>

Date: 11/18/2018 3:40 PM

Subject: Re: Reappointment to the Joint City County Bicycle Working Group **Attachments:** Reappointment to the Joint City County Bicycle Working Group

Thanks Julie. I have completed the application form. Let me know if any issues arise with the application.

Dennis Scott

From: "Christesen, Julie" < Julie. Christesen@talgov.com>

To: "velo4@juno.com" <velo4@juno.com>

CC: "Smach, Mary" <SmachM@leoncountyfl.gov>

Date: 11/15/2018 2:44 PM

Subject: Reappointment to the Joint City County Bicycle Working Group

Hi Dennis!

I hope you're doing well.

Are you interested in being reappointed to the Joint City County Bicycle Working Group? Your term expires in December.

If so, please fill out a new application on our web page: http://www2.leoncountyfl.gov/committees/. This is because your application is over 2 years old.

I will be out of the office next week, but I've copied Mary Smach, the agenda coordinator for the County, on this email. So if you are interested, she can get the ball rolling.

Thanks!

Julie

Julie Conn Christesen, AICP

Senior Planner

Tallahassee-Leon County Planning Dept.

Comprehensive Planning & Urban Design

850.891.6433 * Julie.Christesen@talgov.com<mailto:Julie.Christesen@talgov.com>

[Description: JUST-PLN]

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

be subject to public disclosure.

From: George Desloge <desloge02@comcast.net> Mary Smach <SmachM@leoncountyfl.gov> To: CC: Julie Christesen < Julie. Christesen @talgov.com>

11/20/2018 1:44 PM Date:

Subject: Re: Reappointment to the Joint City County Work Group

Hi Julie & Mary,

Thanks for your note on potential reappointment to the Bicycle Work Group. While I have enjoyed participating in this group my wife and I are strongly considering relocating to Charlotte, NC where my son and his family live. Unfortunately that means I will not seek another term and will attend my last meeting in December.

Thanks for your assistance and the opportunity to participate in this work group!

Sincerely,

```
George Desloge
Sent from my iPad
> On Nov 20, 2018, at 9:06 AM, Mary Smach < SmachM@leoncountyfl.gov> wrote:
> Good Morning Mr. Desloge,
> I'm working on getting your reappointment on the December 11th BOCC Agenda if you are seeking reappointment.   If so, would you please
take a moment and complete the online application on our web page:
> http://www2.leoncountyfl.gov/committees/list.asp
> Thank you for your service to the Joint City/County Bicycling Workgroup.
> Regards,
> Mary Smach
> Agenda Coordinator
> Leon County Administration
> 301 S. Monroe St. Suite 502
> Tallahassee, FL 32301
> 850-606-5311
```

> 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.

```
>>> "Christesen, Julie" <Julie. Christesen@talgov.com> 11/15/2018 2:42 PM >>>
```

> Hi George!

> www.leoncountyfl.gov

> "People Focused. Performance Driven"

> Are you interested in being reappointed to the Joint City County Bicycle Working Group? Your term expires in December.

> If so, please fill out a new application on our web page: http://www2.leoncountyfl.gov/committees/. This is because your application is over 2 years old.

> I will be out of the office next week, but I've copied Mary Smach, the agenda coordinator for the County, on this email. So if you are interested, she can get the ball rolling.

> Thanks! > Julie

> Julie Conn Christesen, AICP

> Senior Planner

> Tallahassee-Leon County Planning Dept.

> Comprehensive Planning & Urban Design

> 850.891.6433 • Julie.Christesen@talgov.com

> <IMAGE.png>

> Please note that under Florida's Public Records laws, most written

JOINT CITY/COUNTY BICYCLING WORKGROUP **APPLICATION**





Name: Deborah McDaris	Date: 11/21/2018 3:07:58PM
Home Phone: ()-X	Email:
Occupation: RETIRED POLICE OFFICER Employer: CITY OF TA	ALLAHASSEE
Preferred mailing location: Home Address	
Work Address:	
City/State/Zip: TALLAHASSEE,FL	
Home Address:	
City/State/Zip:	
Do you live in Leon County? Yes If yes, do you live within the City I	limits? No
Do you own property in Leon County? Yes If yes, is it located within	n the City limits? No
For how many years have you lived in and/or owned property in Leon County	? 36 years
Are you currently serving on a County Advisory Committee? Yes	
If yes, on what Committee(s) are you a member? JOINT CITY/COUNT	Y BICYCLING WORKGROUP
Have you served on any previous Leon County committees?	
If yes, on what Committee(s) are you a member?	
(OPTIONAL) Leon County strives to meet its goals, and those contained in vimaintaining a membership in its Advisory Committees that reflects the diversistrictly optional for Applicant, the following information is needed to meet repo	ity of the community. Although

goals.

Race: Caucasian Sex: Female Age: 61.00

No District 3 Disabled? District:

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

30 YEARS EMPLOYED AS AN OFFICER WITH TALLAHASSEE POLICE DEPARTMENT. TRIATHLETE, CYCLIST, COMMUTER SINCE 1990. FOUNDER AND FORMER PRESIDENT OF GULF WINDS TRIATHLETES. CURRENTLY A RACE DIRECTOR FOR A LOCAL TRIATHLON. MEMBER OF CAPITAL CITY CYCLISTS.

EMPLOYED FROM 2013-2018 BY CAPITAL CITY RUNNERS.

HAVE AN INTEREST IN CYCLING AND PEDESTRIAN SAFETY IN TALLAHASSEE AND SURROUNDING AREAS.

Attachment #12 Page 2 of 3

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

Name: MARK WHEELER Telephone: 850 556 3411

Address: 8046 JORDAN CT 32309

Name: ROBIN GIBSON Telephone: 850 544 1746

Address: 502 MEADOWRIDGE 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?

 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?
- 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 Kathleen McDaris

This application was electronically sent: 11/21/2018 3:07:58PM

Florida Commission on Ethics

Public Records Exemption Request

Florida law provides that an agency shall treat social security numbers, bank account numbers, and debit, charge, and credit card numbers as automatically exempt from public disclosure. In addition, Florida law allows *eligible persons* to request in writing that a non-employing agency maintain as exempt from public disclosure certain identification and/or location information contained in records within the agency's custody.

The person entitled to the additional exemptions *must* submit a written request *directly* to this agency to maintain the exemption to the records in our custody. § 119.071(4)(d)3., F.S. You are not required to use this form; however doing so will help us in keeping your information confidential. Please return this completed form *or* a written request to: *Florida Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709*.

If you or your spouse qualify; or if you are the child of someone who qualifies; you are eligible to receive additional public records exemptions. Please check the box for any of the following that apply:

Active or Former: Sworn or civilian law enforcement personnel, including correctional and correctional probation officers. Department of Children and Families personnel whose duties include investigating abuse, neglect, exploitation, fraud, theft, or other criminal activities. Department of Health personnel whose duties are to support the investigation of child abuse or neglect. Department of Revenue or local government personnel whose responsibilities include revenue collection and enforcement or child support enforcement.	□ Guardian ad litem, as defined in s. 39.820, F.S.* □ Juvenile probation officer, juvenile probation supervisor, detention superintendent, assistant detention superintendent, juvenile justice detention officers I and II, juvenile justice detention officer supervisor, juvenile justice residential officer, juvenile justice residential officer supervisors I and II, juvenile justice counselor, juvenile justice counselor supervisor, human services counselor administrator, senior human services counselor administrator, rehabilitation therapist, or social services counselor of the Department of Juvenile Justice. □ Department of Business and Professional Regulation investigator or
Current or Active: Firefighter certified in compliance with s. 633.408, F.S. General magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support enforcement hearing officer.* County Tax Collector.*	inspector.* □ Department of Health personnel whose duties include, or result in, determining or adjudicating eligibility for social security disability benefits, investigating or prosecuting complaints filed against health care practitioners, or inspecting health care practitioners or health care facilities licensed by the Department of Health.* □ Impaired practitioner consultant retained by an agency, or employees of such a consultant, whose duties result in determining
Current or Former: □ Department of Financial Services nonsworn investigative personnel whose duties include investigating fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations. □ Supreme Court Justice, or judge of district court of appeal, circuit court, or county court. □ State attorney, assistant state attorney, statewide prosecutor, or assistant statewide prosecutor. □ Public defender, assistant public defender, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel. □ Human resource, labor relations, or employee relations director, assistant director, manger, or assistant manager of any local government agency or water management district whose duties include hiring/firing employees, labor contract negotiation, administration, or other personnel-related duties. □ Code Enforcement Officer.	 a person's skill and safety to practice a licensed profession.* Emergency medical technician or paramedic certified under chapter 401, F.S.* Personnel employed in an agency's office of inspector general or internal audit department whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or other activities that could lead to criminal prosecution or administrative discipline.* U.S. Attorney or Assistant U.S. Attorney, U.S. Courts of Appeal judge, U.S. district judge, or U.S. magistrate.* Member of the U.S. Armed Forces, a reserve component of the U.S. Armed Forces, or the National Guard, who served after September 11, 2001.* Victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence (if applicable, must attach official verification that crime occurred; exemption applies only to individual victim of specified crime, not to the spouse or child of the victim).**
☑ Yes, I qualify ☐ Yes, my spouse ☐ Yes, my spouse ☐ KATHLEEN MCDARIS	qualifies
Printed Name:	Phone Number:
The residence address(es) you wish us to maintain as cor	nfidential:
Signature of Requestor: Kathy Mr Dans	Date: 11/22/2018

^{* –} If this category is selected, person also certifies, by signing this form, that he or she has made reasonable efforts to protect such information from being accessible through other means available to the public.

^{** –} Exemption valid for 5 years from date of request.

JOINT CITY/COUNTY BICYCLING WORKGROUP APPLICATION





Name: Dennis Scott Date: 11/18/2018 3:35:13PM

Home Phone: (850) 228-7825 Work Phone: ()-X Email: velo4@juno.com

Occupation: RETIRED Employer: RETIRED

Preferred mailing location: Home Address

Work Address:

City/State/Zip: TALLAHASSEE,FL

Home Address: 3160 NATHANIEL TRACE

City/State/Zip: TALLAHASSEE,FL 32311

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? 16 years

Are you currently serving on a County Advisory Committee? Yes

If yes, on what Committee(s) are you a member? JOINT CITY/COUNTY BICYCLING WORKGROUP

Have you served on any previous Leon County committees? Yes If yes, on what Committee(s) are you a member? AS ABOVE

(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.

OVER A CAREER OF NEARLY 30 YEARS SERVED AS BICYCLE (AND PEDESTRIAN) PROGRAM MANAGER FOR VARIOUS JURISDICTIONS INCLUDING, HILLSBOROUGH COUNTY (FL), SARASOTA COUNTY (FL), MISSOURI DEPARTMENT OF TRANSPORTATION, DELAWARE DEPARTMENT OF TRANSPORTATION.

SERVE CURRENTLY ON THE TRANSPORTATION COMMITTEE FOR SUSTAINABLE TALLAHASSEE

AM A MEMBER OF TALLAHASSEE MT. BIKE ASSOCIATION AND CAPITAL CITY CYCLISTS

I AM INTERESTED IN CONTINUING TO SERVE ON THIS COMMITTEE DUE TO MY LONGSTANDING INTEREST IN IMPROVING CONDITIONS FOR BICYCLISTS.

Attachment #13 Page 2 of 2

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

Name: KEN SCHILLING Telephone: (850) 567-1043

Address: 2520 STONEHOUSE CT

Name: EDMUND LIVINGSTON Telephone: (706) 594-2415

Address: 1540 HEECHEE NENE

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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- 1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? Yes
- 2.) Are you willing to complete a financial disclosure form Yes
- 3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)

 No If yes, please explain.
- 4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?

 No
 If yes, please explain.
- 5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?
- 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: DENNIS L SCOTT

This application was electronically sent: 11/18/2018 3:35:13PM

JOINT CITY/COUNTY BICYCLING WORKGROUP APPLICATION





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?

If yes, on what Committee(s) are you a member?

(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: 69.00

Disabled? Yes District: District 4

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

I AM SEEKING TO BE ON AN ADVISORY COMMITTEE FOR A BOARD APPOINTMENT. I INTRODUCES hment #14 MYSELF AT THE COUNTY COMMISSION MEETING ON TUESDAY, JULY 10. I HAVE BEEN ON OTHER Page 2 of 5 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.

Attachment #14 Page 3 of 5

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

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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?
- 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 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

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

JOINT CITY/COUNTY BICYCLING WORKGROUP APPLICATION





Name: Roger V Holdener Date: 12/8/2017 12:03:38PM Home Phone: (850) 656-6521 Work Phone: Email: rogersunbeam66@yahoo.com Occupation: RETIRED NONE Employer: Preferred mailing location: Home Address Work Address: City/State/Zip: TALLAHASSEE,FL Home Address 3085 GOVERNORS CT. DR. City/State/Zip: TALLAHASSEE.FL 32301-3722 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 30 years For how many years have you lived in and/or owned property in Leon County? Are you currently serving on a County Advisory Committee? If yes, on what Committee(s) are you a member? Have you served on any previous Leon County committees? Yes

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

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

Disabled? No District:

If yes, on what Committee(s) are you a member?

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

I AM AN AVID CYCLIST WHO RIDES DAILY ABOUT THE AREA. I USE MY BICYCLES TO RUN ERRANDS, SHOPPING, EXERCISE, AND DELIVERING MEALS ON 2 WHEELS TWICE A WEEK.

Attachment #15
References (you must provide at least one personal reference who is not a family member): Page 2 of 4

Name: KAREN LOEWEN Telephone: 273-0279

Address: 1211 N. MONROE ST.

Name: BILL EDMONDS 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

- 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?
- 6.) Do you currenty 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: Roger V. Holdener

This application was electronically sent: 12/8/2017 12:03:38PM

Roger V. Holdener

3085 Governors Court Drive Tallahassee, FL 32301 Home: 656-6521 Cell: 570-2757

Summary of Qualifications

- 30 years of mechanical experience
- Expert knowledge of auto repair
- ✓ Able to manage multiple projects
- ✓ Excellent interpersonal skills

Professional Experience

Service Advisor, Auto Care Services, Tallahassee, FL

1/11 -10/12

- Consult with customers for their service and repair needs and requirements
- Create work orders and order parts
- Coordinate with technicians

Parts Manager, Universal Collision Center, Tallahassee, FL

12/06-3/09

- Ordered parts for auto body repairs
- Created and maintained parts log for individual job files
- Coordinated with personnel and adjusters for supplemental parts
- Provided customer service as required

Body Shop Parts Manager, Legacy Toyota, Tallahassee, FL

9/05 - 10/06

- Ordered parts for auto body repairs
- Created and maintained parts log for individual job files
- Coordinated with body shop personnel and adjusters for supplements

Project Manager, DEC Associates, Apopka, FL

6/99 - 8/05

- Managed projects for a large architectural component manufacturing concern
- Provided direct customer service to architects, contractors, and other Disney personnel
- Oversaw manufacture of product and scheduled production & delivery of product
- Coordinated with clients for revisions and modifications

 Parts Manager, Quality Body Shop, Tallahassee, FL Ascertained and ordered parts required for repairs Created and maintained parts log(s) for individual job files Maintained parts and supply inventory 	9/89 – 5/99
Assistant Parts Manager, Tallahassee Chrysler- Plymouth- Dodge, Tallahassee, FL Maintained parts inventory for large automotive dealership	3/86 – 8/89
Owner/Manager, Foreign Parts Ltd. /The Car-Port, Tallahassee, FL Managed an independent parts house Operated DIY automobile repair facility Provided customer service for parts and DIY customers	7/72 – 2/86
Shop Teacher/Special Education, Nova University, Davie, FL Instructed students in basic mechanical skills	9/70 – 6/72

Education

Clemson University, Clemson, SC 1966 Florida State University, Tallahassee, FL 1968-1970

Leon County Board of County Commissioners

Notes for Agenda Item #27

Leon County Board of County Commissioners

Agenda Item #27

December 11, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Herbert W.A. Thiele, County Attorney

Title: First and Only Public Hearing to Adopt a Proposed Ordinance Amending the

Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning)

and Section 10-8.301 (Floodplain Management)

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Jessica M. Icerman, Assistant County Attorney Dan Rigo, Assistant County Attorney John Kraynak, Director, Environmental Services

Statement of Issue:

This agenda item seeks to conduct the first and only Public Hearing to consider proposed revisions to the Environmental Management Act to reduce permit review time frames, make changes to reflect current practices and ensure consistency with Florida Law.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only Public Hearing and adopt a proposed Ordinance

amending the Environmental Management Act (Chapter 10, Article IV), Article

VI (Zoning) and Section 10-8.301 (Floodplain Management) (Attachment #1).

Title: First and Only Public Hearing to Adopt a Proposed Ordinance Amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management)

December 11, 2018 Page 2 of 4

Report and Discussion

Background:

The proposed revisions seek to reduce permit review time frames, make changes to reflect current practices and to provide consistent interpretation of the Environmental Management Act (EMA) found in Chapter 10, Article IV of the Code of Laws of Leon County, Florida, Article VI (Zoning) and Section 10-8.301, floodplain management. Additionally, amendments are proposed to ensure consistency with Florida law. The request to schedule this Public Hearing was approved by the Board on October 23, 2018.

Analysis:

Changes are being proposed to the EMA to reduce permit review timeframes and to reflect both current practices and provide consistent code interpretation. A summary of the proposed changes are provided as Attachment #2. Following is a narrative of the proposed changes.

The Proposed Ordinance will reduce the permit review times allowed for staff to review and approve Natural Feature Inventory applications and Environmental Impact Analyses from fifteen (15) working days to ten (10) working days for sites less than 50 acres and for sites where staff is not performing the site field inventory work. The majority of applications received by the County are for sites less than 50 acres and this amendment will better reflect the actual time it currently takes for staff to review and approve these permits, providing greater certainty to the applicant.

The Federal Emergency Management Agency (FEMA) recently remodeled the Ochlockonee River floodway for purposes of updating their flood maps. The remodeling resulted in a slight increase to Lake Iamonia's floodplain from the current 107 feet National Geodetic Vertical Datum (NGVD) to 107.5 feet NGVD. During the current permitting process, a three foot safety factor is added to the floodplain elevation for permitting a safe finished floor elevation for habitable structures. Staff is proposing to change the 110 feet NGVD safe finished floor elevation requirement to 110.5 feet NGVD for consistency with the new modeling information.

Staff identified during the permit review process that regulation of severe grades needed further clarification. To address this issue, the EMA requires a minor change to add the word "isolated" to clarify when severe grade areas will be regulated using the criteria for significant grades.

Changes are being proposed to the Greenspace Reservation Area Credit Exchange (GRACE) Program to remove the established list of flood-prone properties from the Code, and replace with language indicating that the County Administrator or designee will verify if a flood-prone property qualifies for the Program. This change is being proposed due to the property owners on the list having the perception that their property values are being negatively impacted. In addition, the list is constantly being updated as staff receives new flood information.

Title: First and Only Public Hearing to Adopt a Proposed Ordinance Amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management)

December 11, 2018 Page 3 of 4

There are several proposed revisions due to a past renumbering of code sections. The appropriate code references are proposed to correct an obsolete numbering system. The renumbering also inadvertently left a section of code without a variance process. The proposed change would authorize the Board of Adjustment and Appeals to hear a variance for Section 10-4.202 of the EMA as originally intended.

The proposed Ordinance also seeks to address water conservation in the landscaping requirements of the EMA. The amendment would require automatic shutoff of sprinkler systems during periods of rainfall, consistent with Section 373.62 of the Florida Statutes.

During a recent permit review which presented a unique circumstance, it was determined that the EMA regulations were not expressly clear regarding the circumstances in which the County could require the removal of a tree as a condition of permit approval, even when the tree was determined by a qualified professional to be in imminent risk of falling. Therefore, changes are being proposed that will clarify this authority in order to protect the health, safety and general welfare of County residents and property.

The proposed Ordinance includes procedural clarifications in Sections 10-6.704 and 10-6.705 for proposed developments within conservation and preservation areas indicating they are subject to the applicable requirements of the EMA. Current language in the Land Development Code indicates this type of proposed development is to be reviewed and approved by the Board of County Commissioners subsequent to design standards being reviewed pursuant to the Planned Unit Development (PUD) process. This extensive and time consuming review process is not required and is redundant, especially in view of the EMA protections established for conservation areas as defined in the Comprehensive Plan. The conservation area category includes altered floodplains and floodways, altered watercourses, closed basins, significant grade areas, high quality successional forests, karst features, canopy roads, and cultural resources. The preservation area category includes wetlands, waterbodies, watercourses, floodplains, floodways, native forests, severe grades, active karst features and habitat for endangered, threatened, and species of special concern. Consistent with the Comprehensive Plan, the EMA allows development in conservation areas provided it meets specific criteria. For example, thirty percent of the unincorporated County drains to a closed basin. The EMA allows development in a closed basin if volume control is provided for the resultant stormwater. The proposed procedural clarification would eliminate internal code inconsistencies, and would also clearly indicate proposed development in conservation and preservation areas would be required to demonstrate compliance with the criteria, including the mitigation provisions as applicable from the EMA.

Several changes are being proposed to Section 10-8.301 regarding the "release and waiver" requirement in the floodplain regulations. One such proposed change includes making the references to the "Flood Letter Certification Form" consistent, which is currently being referenced by different names. Another proposed change adds the phrase "or as determined by the County Administrator or designee" in Section 10-8.301(l) to address those limited instances in which an applicant has not submitted a flood letter certification form.

Title: First and Only Public Hearing to Adopt a Proposed Ordinance Amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management)

December 11, 2018

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Finally, in view of the latest appellate court decisions addressing regulatory permitting requirements, the County Attorney's Office has advised staff that requiring an applicant to release and waive any past and present flood claims as a condition to the approval of a development order within the 100-year floodplain is arguably contrary to current law. The United States Supreme Court, in *Koontz v. St. Johns River Water Management District*, affirmed that a unit of government may not condition the approval of a land use permit on the owner's relinquishment of a portion of his property unless there is a "nexus" and "rough proportionality" between the government's demand and the effects of the proposed land use. Furthermore, the waiver of a cause of action, such as a claim for flood damage, has been equated to a relinquishment of property. Therefore, in order to meet the nexus and rough proportionality test, staff is proposing that the condition to waive past and present flood claims be deleted, and the waiver be limited to only those future flood claims that may arise from the construction proposed in the development order.

The proposed Ordinance was reviewed by the Advisory Committee on Quality Growth on September 17, 2018. The Committee provided general support for the proposed Ordinance. General support for the proposed Ordinance was also provided by the Science Advisory Committee on September 7, 2018.

A Planning Commission consistency review Public Hearing has been scheduled for December 4, 2018. Due to agenda deadlines, the results of the review will be provided at the Public Hearing.

Public Notification

This Public Hearing has been properly noticed consistent with the requirements of Florida Statutes (Attachment #3).

Options:

- 1. Conduct the first and only Public Hearing and adopt a proposed Ordinance amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management) (Attachment #1).
- 2. Conduct the first and only Public Hearing and do not adopt the proposed Ordinance amending the Environmental Management Act (Chapter 10, Article IV), Article VI (Zoning) and Section 10-8.301 (Floodplain Management).
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Proposed Ordinance
- 2. Summary Matrix of Proposed Amendments
- 3. Legal Advertisement

ORDINANCE NO. 18-

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ORDINANCE THE **OF** 3 AN OF **BOARD COUNTY** 4 COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY. 5 FLORIDA, RELATING TO THE LAND DEVELOPMENT CODE; 6 7 **AMENDING ARTICLE** IV. **ENVIRONMENTAL SECTION** 8 MANAGEMENT, **INCLUDING** 10-4.202, DEVELOPMENT ENVIRONMENTAL ANALYSIS REVIEWS; 9 **PROHIBITIONS** 10 **SECTION** 10-4.321, WITHIN THE UNINCORPORATED AREA OF THE COUNTY; SECTION 10-11 4.323. 12 SPECIAL DEVELOPMENT **STANDARDS ENVIRONMENTALLY SENSITIVE AREAS: SECTION 10-4.327,** 13 14 **TOPOGRAPHIC ALTERATIONS**; **SECTION** 10-4.342, GENERAL APPLICABILITY: SECTION 10-346, SITE DESIGN 15 ALTERNATIVE; SECTION 10-4.351, PLANTING STANDARDS 16 **FOR** ALL **LANDSCAPE AREAS**; **SECTION** 17 18 **IRRIGATION: SECTION** 10-4.363, TREE **PROTECTION** REQUIREMENTS; AND SECTION 10-4.503, VARIANCES; 19 20 AMENDING ARTICLE VI, ZONING, INCLUDING SECTION 10-6.704, CONSERVATION AREAS; AND SECTION 10-6.705 21 22 **PRESERVATION** AREAS; **AMENDING** ARTICLE 23 FLOODPLAIN MANAGEMENT, INCLUDING SECTION 10-24 8.301, **GENERALLY: PROVIDING FOR CONFLICTS:** PROVIDING FOR SEVERABILITY; AND PROVIDING AN 25 26 EFFECTIVE DATE.

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

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SECTION 1. Section 10-4.202 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

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Sec. 10-4.202. Pre-development environmental analysis reviews.

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(b) Sufficiency of applications. Any application which requires an environmental impact analysis pursuant to subsection (a) above, shall not be accepted for filing and processing unless an NFI has been completed and approved by the environmental compliance division. The EIA will be submitted after approval of the NFI and as part of the above application. The EIA shall be sufficiently complete to allow a review of possible adverse impacts of the proposed development activity. Within 10 working days after the submission of a NFI or EIA application for a site less than 50 acres or for a site where staff is not performing the site field inventory work, the County Administrator or designee shall determine that the application is approved, approved with conditions, denied or does not contain sufficient information for review, and shall

notify the applicant of such determination. Each additional resubmittal will be reviewed within 10 working days. Within 15 working days after the submission of a complete NFI or EIA application for a site greater than or equal to 50 acres or for a site where staff is performing the site field inventory work, the Ceounty Andministrator or designee shall determine that the application is approved, approved with conditions, denied or does not contain sufficient information for review, and shall notify the applicant of such determination as soon as reasonably possible thereafter. Each additional resubmittal will be reviewed within 15 working days.

SECTION 2. Section 10-4.321 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

* * *

Sec. 10-4.321. Prohibitions within the unincorporated area of the county.

(b) *Compliance with standards.*

1. Permits issued January 15, 1990, and thereafter. No development or redevelopment activity shall be permitted or undertaken subsequent to January 15, 1990, unless and until the county administrator or designee determines that plans and specifications for such activity indicate that all stormwater management requirements and standards of this division will be met for the entire site for new development activities, or for the particular parcel in the case of redevelopment activity with the allowances listed in section 10-4.401473. However, where activities proposed for a parcel will be less extensive than that set out in the definition of redevelopment, the plans and specifications for such activity need only show that all requirements of this division will be met for the specific portions of the parcel subject to alteration, without requiring that the entire parcel be retrofitted.

SECTION 3. Section 10-4.323 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

* * *

Sec. 10-4.323. Special development standards for environmentally sensitive zones.

(e) Lake Iamonia special development zones. Special development zones adjacent to Lake Iamonia are hereby designated within which the following minimum design and development standards shall apply, notwithstanding any less restrictive provisions in any state law or regulation or local ordinance:

* * *

(1) Zone A. Wetland and floodplain ecotone, up through and including elevation 110

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feet NGVD:

- a. Development area limitations. Clearing, soil disturbance, and building area shall not exceed the greater of 4,000 square feet or five percent of that part of the development site located in zone A, hereafter referred to as the base square footage. For purposes of calculating this base square footage, the septic tank and drainfield area shall not be included and gravel driveways kept on grade will be considered as 50 percent disturbed.
- b. Floor elevation. No finished floor at or below elevation 110.5 feet NGVD.
- c. Natural vegetation protection zone. All vegetation shall be protected in a natural state from the water's edge or the normal water line, whichever provides the greater area of protection, to a minimum distance of 50 feet upland, except that established lawns existing on developed single-family lots prior to January 15, 1990, may continue to be maintained. Annual (or less frequent) burning within the natural vegetation protection zone is allowed, as well as selective removal of species which are intrusive to the native species, so as to improve the environmental function of the area.
- d. *Motor vehicle prohibition*. Automobiles, motorcycles, dune buggies, or other wheeled motorized vehicles and tracked vehicles shall not be allowed within any portion of zone A, including any portion of lake bottom periodically exposed as a result of natural or artificial drawdown, except as follows:
 - 1. Entry shall be allowed into those areas which must be entered to provide reasonable access to structures, to approved boat launching areas, to public parks, to approved rights-of-way, or to public roadways.
 - 2. Lawn mowers shall be allowed in areas within zone A which lie landward of the natural vegetation zone, and within the latter zone if permitted pursuant to subsection (e)(1)c., unless otherwise prohibited by this article.
 - 3. Entry shall be allowed where associated with bona fide public uses, such as agency research, law enforcement, and approved lake restoration and management activities.
- (2) Zone B. Transitional ecotone, from elevation 110 to elevation 120 NGVD:
 - a. Development area limitations. A minimum of 50 percent of each site within zone B shall remain natural and unaltered.
- (3) Prohibited land uses. See section 10-6.707.

* * *

SECTION 4. Section 10-4.327 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

* * *

Sec. 10-4.327. Topographic alterations.

(2) *Grade change limitations*. It is the intent of this article to minimize alterations of the natural topography of land within the county.

- a. The type, intensity, and structural design of each proposed development project shall be consistent with and compatible with natural predevelopment topography and characteristics of the proposed site.
- b. Alterations of natural topography shall not exceed the absolute minimum necessary to develop a site safely. Design criteria shall emphasize site designs that fit the topography to the best extent possible, not change the topography to fit the design. Any development proposed for a site shall be appropriate to the existing natural topographical characteristics of the site, while recognizing that minimal grade changes are essential to site development.
- c. The intent of protecting sloped areas of ten percent and greater is to maintain local topography, prevent erosion, protect water quality, and maintain existing vegetation. Man-made slopes shall not be regulated. Changes to grades that will adversely impact stormwater or ecological quality through long-term erosion shall be prohibited. This provision is not intended to preclude short-term impacts normally associated with development activity. Development in sloped areas of ten percent and greater shall be permitted as follows:
 - 1. Inside the Urban Service Area:
 - (a) Off-grade construction techniques shall be utilized to minimize clearing and topographic alteration, and shall provide (and clearly delineate on-site) specific clearing limits to restrict clearing and topographic alterations to the minimum area necessary for construction of the permitted facilities and reasonable construction access.
 - (b) A minimum of 50% of significant (ten percent to 20 percent slope) grade areas must be left undisturbed if located adjacent to or within 100 feet of wetlands, waterbodies, watercourses, floodways, floodplains, karst features or special development zones. This requirement may be met by preserving 50 percent of each individual area or 50 percent of the total grade areas.

- (c) Severe grade areas (greater than 20 percent slope) shall remain undisturbed if located adjacent to or within 100 feet of wetlands, waterbodies, watercourses, floodways, floodplains, karst features or special development zones. <u>Isolated severe grade Small</u> areas (1/4 acre or less) of severe grade areas located within significant grades may be regulated using the criteria for significant grades.
- (d) All significant and severe grades required to be undisturbed shall be preserved in their pre-development state by conservation easement.
- (e) The county administrator or designee may allow limited exemption from these grade change limitations for approved roadway projects, provided that the permit application related to such project includes: restrictive limits of areas as to clearing and topographic alteration; approved erosion and sediment control plans; and an evaluation of alternatives which support the allowance of an exemption.
- (f) Downtown Overlay Exception. Developments within the Downtown Overlay (Section 10-282 of the City's Land Development Code) are exempt from all severe grade regulations.

2. Outside the Urban Service Area:

- (a) Off-grade construction techniques shall be utilized to minimize clearing and topographic alteration, and shall provide (and clearly delineate on-site) specific clearing limits to restrict clearing and topographic alterations to the minimum area necessary for construction of the permitted facilities and reasonable construction access.
- (b) A minimum of 50% of significant (ten percent to 20 percent slope) grade areas must be left undisturbed or have an approved vegetation management plan and shall be placed so as to provide downhill buffers, protect forested areas, and buffer other conservation or preservation areas. This requirement may be met by preserving 50 percent of each individual area or 50 percent of the total grade areas.
- (c) Severe grade areas (greater than 20 percent slope) shall remain undisturbed. <u>Isolated severe grade Small</u> areas (1/4 acre or less) of severe grade areas located within significant grades may be regulated using the criteria for significant grades.

1 2 3	(d)	All significant and severe grades required to be undisturbed shall be preserved in their pre-development state by conservation easement.
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5 6	(e)	The <u>Ceounty Aadministrator</u> or designee may allow limited exemption from these grade change limitations for approved
7		roadway projects, provided that the permit application related to
8		such project includes: appropriate restrictive limits of areas as to
9		clearing and topographic alteration; approved erosion and sediment
10		control plans; and an evaluation of alternatives which support the
11 12		allowance of an exemption.
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15 16	SECTION 5. Section 10-amended to read as follows:	4.342 of the Code of Laws of Leon County, Florida, is hereby
17	umonuou to roud us rome ws.	
18	Sec. 10-4.342. General app	olicability.
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20	` '	information shall be provided in a landscape development plan as
21		management permit application, for all new development and
22	= -	except as specified in subsection (b). The following requirements
23	and standards for landscapin	g shall apply:
24 25	(1) Minimum lan	dscaped areas in all developed land use areas, including towers and
26	` '	cation projects, additions of 1,000 square feet or more of impervious
27		re redevelopment requires additional parking, in accordance with
28		.401 173 , 10-4.344, 10-4.347 through 10-4.355, including section
29		towers and telecommunication projects.
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33		4.346 of the Code of Laws of Leon County, Florida, is hereby
34	amended to read as follows:	
35	C. 10 4 246 Ct. J	.14
36 37	Sec. 10-4.346. Site design a	iternative.
38	(1) For sites which	ch do not contain, in their pre-development state, any forested areas
39	* /	raints (such as environmental resources or characteristics which are
40		of conservation area or preservation area) to meet the intent of the 25
41		ation requirement of section 10-4.345(a), a permit for a development
42	project designed to provide	net environmental benefit by other means in lieu of the 25 percent
43		y be approved by the county administrator or designee if the permit
44	application meets the follow:	ing criteria:

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Ensures preservation of at least ten percent of the pre-development vegetation on (a)

the site with emphasis on preservation of tree clusters, urban forest, native understory vegetation, and includes wildlife habitat enhancements as defined in section 10-1.101. If the site is devoid of an urban forest community, or if existing natural vegetation comprises less than ten percent of the total site area, then a forest community, shall be established in the amount necessary to achieve the ten percent minimum natural area requirement. The site design alternative plan must conform to landscape site design standards set forth in section 10-4.351 for the purpose of restoring forest community types with an emphasis on enhancing wildlife habitat benefits.

(b) In order to promote compact development that makes efficient use of land within the Urban Services Area, proposed development located in one of the following zoning districts shall be required to provide only ten percent natural area. If the site is devoid of an urban forest community, or if existing natural vegetation comprises less than ten percent of the total site area, then development shall preserve the existing natural area and shall be exempt from the re-establishment provisions noted in subparagraph (a).

1. MCN Mahan Corridor Node.

MCR Mahan Corridor Ring.

allows for the following alternative landscape and natural area requirements:

2.

(2) Within those zoning districts located within the urban services area wherein residential densities of greater than six dwelling units per acre or medium and high intensity non-residential land use is allowed, new development and redevelopment may comply with the Greenspace Reservation Area Credit Exchange (GRACE) program. The GRACE program

(a) A portion of landscape area requirements may be met off-site through the conveyance to Leon County of <u>a flood-prone</u> property <u>within a floodprone area</u>, <u>as determined by the County Administrator or designee</u>, <u>listed in the Leon County Inventory of Flooded Property Available for Exchange</u>, upon demonstration that the following landscape requirements have been met onsite:

1. Perimeter and interior landscape requirements in section 10-4.347.

2. Uncomplimentary land use buffers in section 10-4.348.

3. Stormwater management facility landscaping requirements in section 10-4.350.

4. Planting standards for all landscape areas in section 10-4.351.

5. Canopy coverage requirements in section 10-4.351(e)(4).

6. Any explicit requirements regarding landscaping or vegetation that may be established in any particular zoning district.

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7. The quantity of landscape area requirements that may be met offsite through the conveyance of flood-prone property shall be in accordance with the following schedule of exchange:

In the following zoning districts, 25 percent of the landscaping area requirement may be met off-site through the provision of vested flood prone properties, at a ratio of no less than two acres of flood-prone property conveyed per every acre of landscaping area otherwise required to be provided on site:

R-3, Single- and two-family residential zoning district,

R-4, Single-, two-family and multi-family residential zoning district,

BC-1, Bradfordville commercial zoning district,

BC-2, Bradfordville commercial zoning district,

BCS, Bradfordville commercial services zoning district, and,

BOR, Bradfordville office residential districts zoning district.

In the following zoning districts, 50 percent of the landscaping area requirement may be met off-site through the provision of vested flood prone properties, at a ratio of no less than two acres of flood-prone property conveyed per every acre of landscaping area otherwise required to be provided on site:

C-1, Neighborhood commercial zoning district,

CP, Commercial parkway zoning district,

OR-1, Office residential zoning district,

OR-2, Office residential zoning district,

NBO, Neighborhood boundary office zoning district,

MCR, Mahan corridor zoning district, and

MCN, Mahan corridor node zoning district.

In the following zoning districts, 85 percent of the landscaping area requirement may be met off-site through the provision of vested flood prone properties, at a ratio of no less than two acres of flood-prone property conveyed per every acre of landscaping area otherwise required to be provided on site:

MR-1, Medium density residential zoning district,

OR-3, Office residential zoning district,

OA-1, Airport vicinity zoning district,

C-2, Neighborhood commercial zoning district,

CM, Medical arts commercial,

UP-1 Urban pedestrian zoning district,

UP-2, Urban pedestrian zoning district,

M-1, Light industrial zoning district,

PD, Planned development zoning district,

PUD, Planned unit development zoning district,

DRI, Development of regional impact zoning district, and,

IC, Interchange commercial zoning district. 1 2 And, in the following zoning districts, 95 percent of the landscaping area 3 requirement may be met off-site through the provision of vested flood prone 4 properties, at a ratio of no less than two acres of flood-prone property conveyed 5 per every acre of landscaping area otherwise required to be provided on site: 6 7 8 I, Industrial zoning district, and AC, Activity center zoning district. 9 10 (b) If the natural area includes no preservation area or conservation area as designated 11 in the Comprehensive Plan, then a portion of natural area requirements may be 12 met off-site through the conveyance to Leon County of a flood-prone property 13 14 within a floodprone area, as determined by the County Administrator or designee. listed in the Leon County Inventory of Flooded Property Available for Exchange. 15 The quantity of natural area requirements that may be met offsite through the 16 conveyance of flood-prone property shall be in accordance with the following 17 schedule of exchange: 18 19 In the following zoning districts, 75 percent of the natural area requirement may 20 be met off-site through the provision of vested flood prone properties, at a ratio of 21 no less than two acres of flood-prone property conveyed per every acre of natural 22 area otherwise required to be provided on site: 23 24 25 C-1, Neighborhood commercial zoning district, 26 CP, Commercial parkway zoning district, OR-1, Office residential zoning district, 27 OR-2, Office residential zoning district, 28 NBO, Neighborhood boundary office zoning district, 29 MCR, Mahan corridor zoning district, and 30 MCN, Mahan corridor node zoning district. 31 32 In the following zoning districts, 90 percent of the natural area requirement may 33 be met off-site through the provision of vested flood prone properties, at a ratio of 34 no less than two acres of flood-prone property conveyed per every acre of natural 35 36 area otherwise required to be provided on site: 37 MR-1, Medium density residential zoning district, 38 39 OR-3, Office residential zoning district, OA-1, Airport vicinity zoning district, 40 C-2, Neighborhood commercial zoning district, 41 CM, Medical arts commercial zoning district, 42 UP-1, Urban pedestrian zoning district, 43 PD, Planned development zoning district, 44 45 PUD, Planned unit development zoning district, DRI, Development of regional impact zoning district, and 46

IC, Interchange commercial zoning district.

And, in the following zoning districts, 100 percent of the natural area requirement may be met off-site through the provision of vested flood prone properties, at a ratio of no less than two acres of flood-prone property conveyed per every acre of natural area otherwise required to be provided on site:

UP-2, Urban pedestrian zoning district, M-1, Light industrial zoning district, I, Industrial zoning district, and AC, Activity center zoning district.

(c) If there are structures on the property that Leon County determines must be removed, all demolition must be performed prior to closing at no cost to Leon County. All closing and real estate transaction costs must be paid by the developer. The management and use of any and all such flood-prone properties conveyed to Leon County shall be in accordance with Leon County Board of County Commissioners Policy 05-5, Flooded Property Acquisition and Management Program, or as that Policy may be amended or superseded, including, but not limited to, the use of restrictive covenants to prohibit any use of such properties other than in accordance with Policy 05-5 or as otherwise directed by the board.

SECTION 7. Section 10-4.351 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

Sec. 10-4.351. Planting standards for all landscape areas.

 (a) *Applicability*. The following requirements and standards for landscaping shall apply, and landscaping information shall be provided in a landscape plan as part of the Environmental Management Permit application, for all new development and redevelopment in accordance with sections 10-4.401173, 10-4.342, 10-4.344 and 10-4.345 of this division.

* * *

SECTION 8. Section 10-4.354 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

Sec. 10-4.354. Irrigation.

 All required landscaped areas and buffer strips shall be provided with an irrigation system or a readily available water supply located within 100 feet. The irrigation methods to be used and location of water supply shall be indicated on the landscape plan. All irrigation lines shall be installed so as to not impact the critical protection zone of protected trees used as credit or the appropriate mitigation must be provided as part of an approved plan. All automatic landscape irrigation systems must have properly installed, maintained and operational technology that inhibits or interrupts operation of the system during periods of sufficient

moisture. Rain switches or other devices, such as soil moisture sensors, shall be incorporated to prevent unnecessary irrigation per Section 373.62, Florida Statutes.

SECTION 9. Section 10-4.363 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

(a) Location of protected trees. All protected trees, including those located outside of the development site, which may be impacted within 75 percent of their critical protection zone or by activity within a distance of three-fourths of the radius of the critical protection zone (measured from the trunk of the tree) by proposed development activities shall be physically located on-site and shown on a site plan submitted as part of the tree removal request in an environmental management permit application. In any portion of the project area where there are groups of trees or large numbers of protected trees, tree protection areas may be designated on the site plan and labeled as an "area not to be disturbed," in lieu of individual tree identification.

 (b) Critical protection zone impacts. The County encourages the preservation of all trees and protects certain trees from removal without the approval of the County Administrator or designee. For development that will impact the critical protection zone of a protected tree and proposes to maintain the protected tree, the County Administrator or designee may require an independent arborist report, at the expense of the applicant, to assess the health of the tree and the fall zone.

(1) The arborist report shall be authored by a certified arborist or a forester with a Bachelor's of Science degree or higher from a Society of American Forester accredited college.

(i) The arborist report shall determine the health of the tree(s), whether the tree(s) poses a hazard or danger as a result of the development, and the anticipated fall zone for the hazardous or dangerous tree(s). The report may also prescribe recommendations to safely preserve the tree should the development impact the critical protection zone.

(2) If the County finds that an existing or future building is within the fall zone of a hazardous or dangerous protected tree which the developer seeks to preserve, then:

(i) The critical protection zone of the protected tree may not be impacted; or

(ii) The protected tree must be removed or trimmed to a safe posture, as recommended by the arborist.

(3) The County assumes no liability for the failure of a property owner to remove a hazardous or dangerous tree.

(<u>bc</u>) Critical protection zone preservation. During the development activity, all areas surrounding the tree trunk within a minimum of 75 percent of the radius of the critical protection

zone of every protected tree not permitted for removal shall be protected from activities that may injure the tree, (such as cut and fill activities, building pad placements, road bed construction, construction material storage, driving or parking of heavy equipment, or trenching, etc.), except:

- (1) Roadway and utility construction shall require protection of a reduced minimum of 60 percent of the radius of the critical protection zone.
- Where adequate mitigation is provided, as determined by the county administrator (2) or designee, for any additional encroachment.
- (3) Where specific analysis is provided by the applicant or when tree characteristics or site conditions, such as previous disturbances, are such to indicate that there is no basis to assume adverse impact as a result of additional encroachment.
- Barriers required. During development, including installation of irrigation systems or any other underground installations, protective barriers shall be placed around each protected tree not permitted for removal to prevent the destruction or damaging of roots, stems or crowns of such trees. The barriers shall remain in place and intact until such time as approved landscape operations begin; however, barriers may be removed temporarily to accommodate construction needs, provided that the manner and purpose for such temporary removal will not harm the tree and is approved by the county administrator or designee. The following are minimum requirements for barrier types:
 - Protective posts shall be placed so as to protect all areas within a minimum of 75 (1) percent of the distance from the trunk to the critical protection zone boundary (i.e., three-fourths of the radius of the critical protection zone), for each tree not permitted for removal, except in right-of-way or utility placement areas, where posts shall be placed so as to protect a minimum of 60 percent of the radius of the critical protection zone where approved by the county administrator or designee.

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(2) Posts shall be of nominal two inches by four inches or larger wooden post, two inches outer diameter or larger pipe, or other post material of equivalent size; shall be strung with at least one one-inch by four-inch wooden stringer; and shall be clearly flagged.

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(3) Posts shall be implanted deep enough in the ground to be stable and to extend to a minimum height of four feet above ground.

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(4) Where the county administrator or designee determines that individual protective barriers are not needed in some areas for tree protection, such areas shall instead be clearly staked and flagged with readily visible markers.

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Where development activity is permitted to occur within the radius of the critical (5) protection zone of a protected tree, the county administrator or designee may require a protective girdling of at least the bottom four feet of the tree trunk base along with fencing or other approved techniques.

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- (de) Tree protection techniques. Tree protection techniques found in the publication titled "A Technical Guide to Preservation of Trees During Land Development", or its successor, published by the International Society of Arboriculture, or equivalent techniques approved by the county administrator or designee, shall be used and shall be indicated in the environmental management permit application or site plan.
- (ef) Tree credit availability. Credit towards tree replanting requirements of subsection 10-4.364(b) may be given for the preservation of an existing tree, provided that the protection criteria set forth in the foregoing subsections are met, and:
 - (1) The tree shall not be damaged from skinning, barking, bumping and the like.
 - (2) There shall be no evidence of active disease or insect infestation potentially lethal to the tree.
 - (3) A minimum of 75 percent of the radius of the critical protection zone of each preserved tree shall be protected during development activities and maintained during and after development in a landscaped or natural state.
 - (4) There shall be no impervious area or grade change within 75 percent of the radius of the critical protection zone of the tree.
 - (5) Debris and invasive or exotic vegetation shall be removed by hand within 75 percent of the critical protection zone of the tree.
 - (6) Tree mitigation techniques. It is the intent of this subsection to preserve mature trees and to promote tree safety. As an incentive to preserve existing trees, when the following arboricultural mitigation techniques are employed in their entirety, the county administrator or designee may defer the tree replacement requirements. No credit will be given and no debits will be charged for successfully mitigated trees. Additional arboricultural mitigation techniques not specified below may be approved when supported with scientific documentation. Documentation supporting proposed mitigation measures shall be submitted with the application for an environmental management permit. The information shall be reviewed and approved by the county administrator or designee. The mitigation plan shall be prepared and administered by the permittee's registered landscape architect or certified arborist. Documentation detailing the mitigation efforts prepared by the landscape architect or certified arborist shall be included in the environmental management plan compliance report prepared in accordance with subsection 10-4.208(b), by the permittee's landscape professional. Reconciliation of the deferred tree replacement requirements shall occur at time of submittal of the compliance report. If the arboricultural mitigation techniques are deemed sufficient by the county administrator or designee, the deferred tree replacement requirements shall be waived. The arboricultural mitigation techniques shall include, but not necessarily be limited to, the following:

- (i) Site monitoring. All tree protection procedures and activities shall be monitored and approved throughout the construction period by a registered landscape architect or certified arborist. Pesticide applications require a state commercial applicators license. Proof of application shall be available upon request to the county's environmental inspector.
- (ii) Watering. All protected trees shall be watered at a minimum rate equivalent to one inch of rainfall per week. Rate shall be dependent upon soil type. For trees that require root pruning, watering shall commence as far in advance as possible, prior to development activity, and shall continue through the completion of the project. Watering shall be adjusted as required by weather conditions. Care shall be taken to prevent water from soaking the base of trees and root collars. Soaker hoses are an acceptable method of irrigation during construction. Installed mechanical irrigation shall be on grade or placed parallel to the radial roots of the tree so as not to damage the trees root system.
- (iii) Mulching. Mulching shall be used throughout the project within the critical protection zone (CPZ) of protected trees to the greatest extent possible. Where construction machinery or vehicular traffic has to pass within the critical protection zone (CPZ), a layer of four to six inches of organic mulch shall be placed within the drive areas within the critical protection zone (CPZ). Additionally a minimum of five-eighths-inch plywood shall be placed over the mulch material positioned where vehicular traffic is proposed. Where possible, within the limits of the project, all critical protection zones (CPZs) of protected and desirable trees should be covered with a two- to three-inch layer of organic mulch or ground cover, as opposed to the placement of sod.
- (iv) Root pruning. Root pruning shall occur as far in advance as possible prior to site grading, earthwork, excavation or any other activity which may damage the roots of a tree proposed for mitigation, in all areas where demolition or new construction requires removal of existing roots (i.e. excavation/construction of footings, retaining walls, curbs, paving and base). Roots shall be cut with a mechanical trenching device to a minimum depth of 18 inches. Where possible, all trenching within the critical protection zone (CPZ) shall be done by hand or an air spade and followed immediately by a clean-cut hand pruning of all roots greater than three-fourths-inch diameter. Where it is not possible to hand trench, mechanical trenching may be approved by the city's environmental inspector. All pruned/cut roots shall be covered as soon as possible with topsoil, mulch, or other organic medium. Any root-pruning areas that cannot be protected by immediate backfill replacement shall be covered with burlap and wetted to retard soil/root dehydration. The cutting of all major support roots or roots greater than six inches diameter or within ten feet of the trunk collar, shall be reviewed in the field by the county's

environmental inspector, a landscape architect or a certified arborist. This inspection shall determine if a tree designated to remain, may have to be removed due to the size of the cut and the possibility of the tree becoming a future liability.

- (v) Fertilization. Prescribed fertilization, if indicated through soil analysis, shall occur as far in advance of root pruning as possible (six to 12 months is most desirable). Commercial fertilizer applications shall be in accordance with the requirements of chapter 10, article XIV of the Land Development Code regarding fertilizer use, and performed by an individual holding a county approved best management practice training certificate.
- (vi) Soil aeration. Where soil compaction has occurred within the critical protection zone (CPZ) of protected and desirable trees on site, an aeration method, approved by the county administrator or designee or a certified arborist shall be required. The soil aerating method used shall be applied to a depth no less than eight to ten inches, below original grade and spaced no greater than 24-inches, staggered spacing. Based on soil analysis and compaction, it may be necessary to recommended that a high nitrogen (3-1-1 ratio) slow release fertilizer mixed with peat moss and gypsum or peat moss and sand (1-5-2 ratio) mix be back filled into the aeration holes. Commercial fertilizer applications shall be in accordance with the requirements of chapter 10, article XIV of the Land Development Code regarding fertilizer use, and performed by an individual holding a county approved best management practice training certificate.
- (vii) Pruning. Pruning and crown clearing shall be performed by a certified arborist in accordance with the currently adopted ANSI A300 Standards. Pruning and crown cleaning shall consist of the removal of all dead and diseased limbs as well as heavy concentrations of moss and vines that compete with crown foliage. Branch collar cuts over eight-inch diameter should be avoided but may be allowed to raise limbs in order to accommodate construction traffic, equipment and structures, as advised by a certified arborist.
- (fg) Understory protection in canopy road tree protection zones. No underbrushing or other removal of understory vegetation shall be allowed within the canopy road tree protection zones, except when approved for legal access (provided no alternative exists) or for health, safety, or welfare of the public as specified in a vegetation management plan, submitted to and approved by the county administrator or designee, which outlines specific planting and maintenance operations designed to restore or maintain the natural vegetation component of a specific canopy road section. Each vegetation management plan shall be consistent with the objectives and intent of this article. Poisonous or noxious species shall be exempt from the requirements of this article. They shall be kudzu (Pueraria lobata), Chinese tallow (Sapium seberiferum), Silktree/Mimosa (Albizia julibrissin), chinaberry (Melia azedarach), Coral ardisia

(Ardisia crenata), Heavenly bamboo (Nandina domestica), poison ivy/oak (Toxicodendron radicans/toxicarium), grape vine (Vitis spp.), Cherokee rose (Rosa laevigata), greenbrier (Smilax spp.), Virginia creeper (Parthenocissus quinquefolia) and any plant listed on Leon County's List of Invasive Exotic Plants. As a condition of the approval of a vegetation management plan, a satisfactory plan shall be presented by the applicant for the successful replacement of understory vegetation equal to the square footage of the area cleared. If protected understory vegetation is removed without an approved vegetation management plan or otherwise in violation of this chapter, the square footage of the required replant may be increased up to twice the size of the vegetation removal area at the discretion of the county administrator or designee. All removal and replanting shall be in conformance with the Canopy Roads Management Plan. In cases where the applicant can show that an area was maintained by mowing, pruning or other techniques on a regular basis, prior to January 15, 1990, such person may obtain approval of a vegetation management plan that may include continued maintenance of such existing lawn and shrubbery by submitting a letter of request to the county administrator or designee which includes a verified statement and description of the area to be subject to such a plan and the history of maintenance upon which the request is based. Minimal public road safety maintenance practices which must occur within canopy road tree protection zones shall not require a vegetation management plan if carried out pursuant to an approved general permit. Leon County is responsible for maintenance practices in the canopy road tree protection zones on countymaintained roads up to the right-of-way line. Private property owners are responsible for maintenance practices outside the right-of-way line.

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(gh) Governmental approval. No development shall occur within 100 feet of the centerline of a canopy road without the express approval of the local government

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SECTION 10. Section 10-4.503 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

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Sec. 10-4.503. Variances.

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(a) Authorized. To the extent that a variance, if granted, would not be inconsistent with the provision of the Comprehensive Plan, the Leon County Board of Adjustment and Appeals is hereby authorized to grant variances to the specific stormwater management, landscape, and tree protection requirements Section 10-4.202 of Division 2, of Delivision 3 and Division 4, except for the requirements of division 3 Section-10-4.202, Division 3 and Division 4 as they apply within any wetland, water body, watercourse, floodplain, or floodway, upon filing of a written petition with the Leon County Department of Development Support and Environmental Management by the property owner for whose land the variance is sought, and payment of a fee for same. The board of adjustment and appeals shall consider such a request at a public hearing. The procedures, criteria, and hearing requirements set forth for variances in article II shall govern applications for variances under this article. When all criteria for a variance have been met, based on the evidence presented, only the minimum variance necessary shall be granted.

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SECTION 11. Section 10-6.704 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

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Sec. 10-6.704. - Conservation areas.

(d) Development standards. All development within a conservation area shall be subject to the applicable provisions of Article IV, the Environmental Management Act. review and approval by the Board of County Commissioners. Specific design standards shall be reviewed pursuant to the planned unit development requirements (section 10-6.696). Development shall be compatible with the environmental conditions of the site and shall provide appropriate setbacks and buffers to protect the environmentally sensitive areas.

SECTION 12. Section 10-6.705 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

* * *

Sec. 10-6.705. - Preservation areas.

(d) Development standards. All development within the preservation area shall be subject to the above listed criteria and to the applicable provisions of Article IV, the Environmental Management Act-review by the Board of County Commissioners.

SECTION 13. Section 10-8.301 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

* * *

Sec. 10-8.301. Generally.

(l) All applicants for development orders pertaining to any parcel on which a structure is currently located partially or wholly within a 100-year floodplain, or on which a structure will be constructed, erected, installed, or placed partially or wholly within a 100-year floodplain, or on which any part of a vehicular use area will be is partially or wholly within the 100-year floodplain, as determined by a flood certificate letter certification form prepared in accordance with section 10-8.202, or as otherwise determined by the County Administrator or designee, must comply with the following requirements unless exempt therefrom below:

(1) The applicant must obtain from every owner of such parcel a duly executed and recorded release and waiver in a form approved by the Ceounty Aadministrator or designee, unless such form already encumbers the parcel, releasing and waiving any and all-past, present, and future claims against the Ceounty for any damages to the proposed structure, and/or to any personal property contained within it, arising from or out of the flooding of such parcel; provided, however, that such waiver shall not be applicable to damage claims from any flooding resulting from, or otherwise caused by, the negligent acts or omissions of the county. Furthermore, the waiver shall include the acknowledgment and agreement—and

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property acquisition and management program nor from any other such disaster relief programs funded by the Ceounty, unless such relief to the applicant is otherwise approved by the board.

agreeing to not seek any relief from such flooding under the Ceounty's flooded

- (2) If the development order includes a permit for the erection of a manufactured home owned by someone other than the owner of such parcel, the applicant shall also obtain from every owner of such manufactured home a duly executed-release and waiver in a form approved by the Ceounty Aadministrator or designee releasing and waiving any and all-past, present, and future claims against the county for damages to the proposed manufactured home, and/or to any personal property contained within it, arising from or out of the flooding of such parcel; provided, however, that such waiver shall not be applicable to damage claims from any flooding resulting from, or otherwise caused by, the negligent acts or omissions of the County. Furthermore, the waiver shall include the acknowledgment and agreement and agreeing not to not seek any relief from such flooding under the Ceounty 's flooded property acquisition and management program nor from any other such disaster relief programs funded by the Ceounty, unless such relief to the applicant is otherwise approved by the board.
- (3) If the Ceounty's geographical information system (GIS) contour data is used to approximate the floodplain location instead of survey data, then the release and waiver will be required if the location of an existing or proposed structure or manufactured home, or any part of a proposed vehicular use area, is within 20 feet of the floodplain delineated by using the contour data, unless determined otherwise by the Ceounty Aadministrator or designee.
- **(4)** An exemption to all of the requirements of subsection (1) may be granted by the Ceounty Aadministrator or designee if it is satisfactorily demonstrated that no adverse flooding impacts will occur to the structures and the vehicular use area will allow for continuous access to the structure.

* * *

SECTION 14. Conflicts. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, as of the effective date of this Ordinance, except to the extent of any conflicts with the Tallahassee-Leon County Comprehensive Plan, as amended, which provisions shall prevail over any parts of this Ordinance which are inconsistent, either in whole or in part, with the Comprehensive Plan.

SECTION 15. Severability. If any section, subsection, sentence, clause, phrase or portion of this article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 16. Effective date. This ordinance shall be effective according to law.

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4	DULY PASSED AND ADOPTED BY the Bo	ard of County Commissioners of Leon County,
5	Florida, this day of, 2018.	·
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8		LEON COUNTY, FLORIDA
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10	BY	:
11		JIMBO JACKSON, CHAIRMAN
12		BOARD OF COUNTY COMMISSIONERS
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14		
15	ATTESTED BY:	
16	GWENDOLYN MARSHALL, CLERK OF CO	URT
17	AND COMPTROLLER	
18	LEON COUNTY, FLORIDA	
19		
20	BY:	
21	CLERK	
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24	APPROVED AS TO FORM:	
25	LEON COUNTY ATTORNEY'S OFFICE	
26	D	
27	BY:	
28	HERBERT W.A. THIELE, ESQ.	
29	COUNTY ATTORNEY	

Summary Matrix of Proposed LDC Changes

	Proposed Amendment Section/Title	LDC Section	Location of Amendment in Proposed Ordinance	Description of Proposed Changes
1	Pre-development Environmental Analysis reviews	10-4.202	Pages 1, 2	Reduces permitting review timeframes to reflect current practices
2	Prohibitions within the unincorporated area of the County	10-4.321	Page 2	Corrects obsolete numbering section
3	Special development standards for environmentally sensitive zones	10-4.323	Page 3	Modifies the required finished floor elevation for buildings near the Lake lamonia floodplain based on new floodplain modeling
4	Topographic alterations	10-4.327	Pages 5, 6	Adds the word "isolated" to clarify when severe grade areas will be regulated using the criteria for significant grades
5	General applicability	10-4.342	Page 6	Corrects obsolete numbering section
6	Site design alternative	10-4.346	Pages 7, 9	Adds the phrase "as determined by the County Administrator or designee" in place of a list of flooded property available for exchange
7	Planting standards for all landscape areas	10-4.351	Page 10	Corrects obsolete numbering section
8	Irrigation	10-4.354	Page 10	Adds requirement for automatic cutoff of irrigation systems during rainfall events
9	Tree protection requirements	10-4.363	Page 11	Provides requirements for handling hazardous or dangerous trees during permitting
10	Variances	10-4.503	Page 16	Provides language to allow variances to be heard by the Board of Adjustment and Appeals
11	Conservation areas	10-6.704	Page 17	Clarifies the intent for all development within a conservation area to meet the applicable provisions of the Environmental Management Act.
12	Preservation areas	10-6.705	Page 17	Clarifies the intent for all development within a preservation area to meet the applicable provisions of the Environmental Management Act.
13	Generally	10-8.301	Page 17-18	Revises the "release and waiver" requirement in the floodplain regulations to provide consistency and compliance with Florida case law

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, December 11, 2018, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY. FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, CODE: RELATING TO THE LAND DEVELOPMENT AMENDING ARTICLE ENVIRONMENTAL MANAGEMENT, INCLUDING SECTION 10-4.202, PRE-DEVELOPMENT ENVIRONMENTAL ANALYSIS REVIEWS; SECTION 10-4.321, PROHIBITIONS WITHIN THE UNINCORPORATED AREA OF THE COUNTY; SECTION 10-4.323, SPECIAL DEVELOPMENT STANDARDS FOR ENVIRONMENTALLY SENSITIVE AREAS: SECTION TOPOGRAPHIC ALTERATIONS; SECTION 10-4.342, GENERAL APPLICABILITY; SECTION 10-346, SITE DESIGN ALTERNATIVE; SECTION 10-4.351, PLANTING STANDARDS FOR ALL LANDSCAPE AREAS; SECTION 10-4.354, IRRIGATION; SECTION 10-4.363, TREE PROTECTION REQUIREMENTS; AND SECTION 10-4.503, VARIANCES; AMENDING ARTICLE VI, ZONING, INCLUDING SECTION 10-6.704, CONSERVATION AREAS; AND SECTION 10-6.705 PRESERVATION AREAS: AMENDING ARTICLE VIII, FLOODPLAIN MANAGEMENT, INCLUDING SECTION 10-8.301, GENERALLY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse 301 S. Monroe St., 5th Floor Reception Desk Tallahassee, Florida 32301

and

Leon County Clerk's Office 315 S. Calhoun Street, Room 750 Tallahassee, Florida 32301 Advertise: November 30, 2018