

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

## **AGENDA REGULAR MEETING**

**Tuesday, October 15, 2019  
3:00 p.m.**

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



### ***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

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The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. The meetings are televised on Comcast Channel 16. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the Leon County Home Page at: [www.leoncountyfl.gov](http://www.leoncountyfl.gov).

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 (Section 286.0105, Florida Statutes).

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

**Board of County Commissioners**  
**Leon County, Florida**  
**Agenda**  
**Regular Public Meeting**  
**Tuesday, October 15, 2019, 3:00 p.m.**

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**INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Rev. Gene Strickland, Pastor of the First Responders Initiative

Pledge of Allegiance by Commissioner Bryan Desloge

**AWARDS AND PRESENTATIONS**

- Presentation by the Commission on the Status of Women & Girls  
(*CSWG Chairman Gina Giacomo*)

**CONSENT**

1. Minutes: July 9, 2019 Regular Meeting (Revised)  
(*Clerk of Court*)
2. Request to Schedule First and Only Public Hearing to Consider Adoption of Ordinance Amending Chapter 2, Article XII of the Leon County Code of Laws Entitled “Code of Ethics”  
(*County Attorney/ County Administrator*)
3. Payment of Bills and Vouchers  
(*County Administrator/ Office of Financial Stewardship/ Office of Management & Budget*)
4. Proposed Public Notice 2020 Tentative Meeting Schedule and Proposed 2020 Board Travel Schedule  
(*County Administrator/ County Administration*)
5. 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  
(*County Administrator/ County Administration*)
6. Ratification of Board Actions at the September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities  
(*County Administrator/ County Administration*)
7. Consideration to Not Reschedule the Workshop on the Leon County Detention Facility Operations  
(*County Administrator/ County Administration/ Office of Interventions & Detention Alternatives*)
8. Approval of Ground Lease with Tall Timbers Research, Inc. for the Bradfordville Volunteer Fire Department  
(*County Administrator/ County Attorney/ Office of Financial Stewardship/ Emergency Medical Services*)
9. Florida Department of Health Emergency Medical Services County Grant  
(*County Administrator/ Emergency Medical Services*)
10. Interlocal Agreement Memorializing a Communication System Between Public Safety Answering Points and First Responder Agencies  
(*County Administrator/ Emergency Medical Services*)



11. Authorization to Proceed with the Development of a Mining Zoning District Ordinance  
(County Administrator/ Development Support & Environmental Management)
12. Authorization to Proceed with Drafting an Ordinance to Amend the Lake Protection Node Zoning District  
(County Administrator/ Development Support & Environmental Management)
13. Letter of Support for Neighborhood Medical Center for the Health Resources and Services Administration Service Area Competition Grant  
(County Administrator/ Office of Human Services & Community Partnerships)
14. Proposed Revised “Eligibility for Library Cards” Policy  
(County Administrator/ Library)
15. FY 2020 LIFT Program Services Agreement with DISC Village and Public Safety Coordinating Council Funding Recommendation  
(County Administrator/ Office of Intervention & Detention Alternatives)
16. Engineering Design Services for Phase I and Phase II of the Smith Creek Road (CR375) Bicycle Lanes and Safety Improvement Projects  
(County Administrator/ Public Works/ Purchasing)
17. Annual Performance Review for the County Administrator, in Accordance with Board Policy No.11-6 “County Administrator Evaluation and Annual Reporting Process”  
(Chairman)  
To be distributed under separate cover.

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

18. Status Report on the Community Redevelopment Agency’s Arts, Cultural and Heritage Grant Program  
(County Administrator/ County Administration/ Tourism)
19. Status Report on Leon County’s Bicycle, Pedestrian and Trail Efforts  
(County Administrator/ PLACE/ Planning)

**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**

20. FY 2019-20 Board Retreat Overview  
(County Administrator/ County Administration)
21. Advancement of Water Quality Strategic Initiatives, Including the Launch of LeonWater.org Website  
(County Administrator/ Public Works/ Development Services & Environmental Management)
22. Revised Building Permit Fee Methodology and Proposed Fee Study  
(County Administrator/ Development Support & Environmental Management)

23. Ordinance Providing Civil Penalties for Misdemeanor Marijuana Possession  
*(County Administrator/ County Attorney/ County Administration/ Office of Intervention & Detention Alternatives)*
24. Full Board Appointments to the Canopy Roads Citizens Committee, the Council on Culture and Arts, and the Tourist Development Council  
*(County Administrator/ County Administration)*
25. Approval of a Short List of Candidates for the County Attorney Position  
*(County Administrator/ County Attorney/ County Administration/ Human Resources)*

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

26. First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District  
*(County Administrator/ PLACE/ Planning)*
27. Second and Final Public Hearing to Adopt the Second Amendment to the Fallschase Development Agreement  
*(County Administrator/ Development Support & 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**

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

### **RECEIPT AND FILE**

- Capital Region Community Development District Minutes for Meeting of July 11, 2019
- Capital Region Community Development District Fiscal Year 2020 Meeting Dates
- Canopy Community Development District Minutes for Meeting of August 6, 2019

### **ADJOURN**

*The next Board of County Commissioner's meeting is tentatively scheduled for  
**Tuesday, October 29, 2019 at 12:30 p.m.***

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

## PUBLIC NOTICE

### Leon County Board of County Commissioners

#### 2019 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 22	Tuesday	3:00 p.m.	Regular Board Meeting
February 12	Tuesday	3:00 p.m.	Regular Board Meeting
February 26	Tuesday	1:00 p.m.	<i>Joint Workshop Comp Plan Amendments</i>
<del>February 26</del>	<del>Tuesday</del>	<del>3:00 p.m.</del>	<del>Regular Board Meeting</del> <i>Cancelled</i>
March 12	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	6:00 p.m.	<i>Transmittal Hearing on 2019 Cycle Comprehensive Plan Amendments</i>
<del>April 9</del>	<del>Tuesday</del>	<del>3:00 p.m.</del>	<del>Regular Board Meeting</del> <i>Cancelled</i>
April 23	Tuesday	9:00 a.m.	<i>Budget Policy Workshop</i>
April 23	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	6:00 p.m.	<i>Adoption Hearing on 2019 Cycle Comprehensive Plan Amendments</i>
May 28	Tuesday	3:00 p.m.	Regular Board Meeting
June 18	Tuesday	9:00 a.m.	<i>Budget Workshop</i>
June 18	Tuesday	3:00 p.m.	Regular Board Meeting
<del>July 9</del>	<del>Tuesday</del>	<del>9:00 a.m.</del>	<del>Budget Workshop</del> <i>Cancelled</i>
July 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	6:00 p.m.	<i>First Public Hearing on Tentative Millage Rate and Budgets</i>
September 24	Tuesday	3:00 p.m.	Regular Board Meeting
September 24	Tuesday	6:00 p.m.	<i>Second Public Hearing on Final Millage Rate and Final Budgets</i>
October 15	Tuesday	3:00 p.m.	Regular Board Meeting
October 29	Tuesday	<u>12:30 p.m.</u>	Special Board Meeting
November 12	Tuesday	3:00 p.m.	Regular Board Meeting
December 10	Tuesday	3:00 p.m.	Regular Board Meeting
January 27	Monday	9:00 a.m.	Board Retreat

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

Month	Day	Time	Meeting Type
<b>January 2019</b>	<b>Tuesday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<i>Monday 7 – Tuesday 8</i>		<i>FAC New Commissioner Workshop Alachua County; Gainesville, FL</i>
	<b>Tuesday 8</b>	<b>No meeting</b>	<b>BOARD RECESS</b>
	<i>Thursday 10 &amp; Friday 11</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 15	<del>1:30 p.m.</del> <i>Cancelled</i>	<del>Capital Region Transportation Planning Agency City Commission Chambers</del>
	<b>Monday 21</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday 22	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule
<b>February 2019</b>	Friday 1	2:00 p.m.	Leon County Legislative Delegation Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way
	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
		<del>3:00 p.m.</del> <i>Cancelled</i>	<del>Regular Meeting County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>
	Thursday 28	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
<b>March 2019</b>	<i>Saturday 2 – Wednesday 6</i>		<i>NACO Legislative Conference Washington, DC</i>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2019 Comprehensive Plan Amendments
		6:00 p.m.	First and Only Public Hearing to Consider the Second Amendment to Southwood Integrated Development Order
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Wednesday 27</i>	<i>7:30 a.m. – 7:00 p.m.</i>	<i>FAC Legislative Day Challenger Learning Center, Tallahassee, FL</i>
	Friday 29	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>April 2019</b>	<del>Tuesday 9</del>	<del>3:00 p.m.</del> <i>Cancelled</i>	<del>Regular Meeting County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>

Month	Day	Time	Meeting Type
<b>April 2019 (cont.)</b>	<i>Thursday 11 &amp; Friday 12</i>	<i>Seminar 3 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 16	<del>9:00 a.m. – 1:00 p.m.</del> 1:30 p.m.	Capital Region Transportation Planning Agency <del>Workshop/Retreat</del> City Commission Chambers
	Tuesday 23	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing on Proposed Ordinance Amending Official Zoning Map to Change Zoning Classification from Single- and Two-Family Residential District (R-3) District to Light Industrial (M-1) District
<b>May 2019</b>	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2019 Comprehensive Plan Amendments
		6:00 p.m.	First & Only Public Hearing to Consider Third Amendment to Southwood Integrated Development Order
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Monday 27</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>June 2019</b>	<i>Tuesday 11 - Friday 14</i>		<i>FAC Annual Conference &amp; Educational Exposition Orange County; Orlando, FL</i>
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 18	9:00 a.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to Consider Fourth Amendment to the Southwood Integrated Development Order
		6:00 p.m.	First & Only Public Hearing to Consider Adoption of an Ordinance Enacting the Recodified Leon County Code of Laws
		6:00 p.m.	First & Only Public Hearing to Consider Adoption of Ordinance Providing for a Code of Ethics
		6:00 p.m.	First & Only Public Hearing to Approve the Proposed Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-ad Valorem Assessment Roll
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-ad Valorem Assessment Roll
	Thursday 27	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
<b>July 2019</b>	<b>Thursday 4</b>	<b>Offices Closed</b>	<b>INDEPENDENCE DAY</b>
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers

Month	Day	Time	Meeting Type
<b>July 2019 (cont.)</b>	Tuesday 9	6:00 p.m.	First and Only Public Hearing Regarding a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
		6:00 p.m.	Transmittal Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment
		<del>6:00 p.m.</del> <i>Continued to September 24, 2019</i>	<del>First of Two public hearings to adopt Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems"</del>
	<i>Thursday 11 - Monday 15</i>		<i>NACo Annual Conference Clark County; Las Vegas, Nevada</i>
	<b>Tuesday 23</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Wednesday 24 - Saturday 27</i>		<i>National Urban League Annual Conference Indianapolis, Indiana</i>
<b>August 2019</b>	<i>Friday 16 - Sunday 18</i>		<i>Chamber of Commerce Annual Conference Amelia Island, FL</i>
	Tues. 20	1:00 p.m.	Blueprint IA FY 2020 Budget Workshop
<b>September 2019</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>LABOR DAY</b>
	Thursday 5	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	<i>Wednesday 11 - Sunday 15</i>		<i>Congressional Black Caucus Annual Legislative Conference - Washington D.C.</i>
	<del>Tuesday 17</del> Monday 16	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	1:30 p.m.	Attorney/Client Meeting re Leon County v. J-II Investments Inc. & Johnny Petrakis II et. al. Second Judicial Circuit Court Case No. 2003-CA-1518
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 19/20*
		6:00 p.m.	First and only Public Hearing to consider a fifth amendment to the Southwood Integrated Development Order
	Tuesday 24	1:30 – 3:00 p.m.	Workshop on the 2020 State and Federal Legislative Priorities
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 19/20*
		<del>6:00 p.m.</del> <i>Continued until December 10</i>	<del>First of Two public hearings to adopt Ordinance amending Section 10-1.101, entitled "Definitions" and creating a new Section 10-6.820, entitled "Solar Energy Systems"</del>
	<i>Wednesday 25 - Thursday 26</i>		<i>FAC Innovation Policy Conference Bay County; Panama City Beach, FL</i>
<b>October 2019</b>	<i>Thursday 10</i>		<i>FAC Advanced County Commissioner Program; Class #1 of 3; Alachua County; Gainesville, FL</i>
	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency Retreat – City Hall, 2nd Floor Commission Chambers
	Tuesday 15	1:00 p.m.	Joint County/City Workshop on the Fundamentals of the Comprehensive Plan & the Alternative Mobility Funding System Study
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Adopt the Second Amendment to the Fallschase Development Agreement

Month	Day	Time	Meeting Type
<b>October 2019 (cont.)</b>	Tuesday 15	<del>6:00 p.m.</del> <i>Rescheduled to January 2020</i>	<del>Second public hearing to adopt a Ordinance amending Section 10-1.101, entitled “Definitions” and creating a new Section 10-6.820, entitled “Solar Energy Systems,”</del>
		<del>6:00 p.m.</del> <i>Rescheduled to December 10</i>	<del>Adoption Public Hearing on the 2019 Out of Cycle Comprehensive Plan Amendment</del>
	<i>Sunday 20 – Wednesday 23</i>		<i>ICMA Annual Conference Nashville, TN</i>
	<del>Monday 28</del> Tuesday 29	<del>2:00 p.m.</del> 12:30 p.m. <i>Tentatively rescheduled</i>	Special Meeting of the Board of County Commissioners to conduct finalist interviews for the County Attorney position
	Tuesday 29	<del>1:00 – 3:00 p.m.</del> <i>Rescheduling pending</i>	<del>Workshop on Leon County Detention Facility Operations</del>
		<del>3:00 p.m.</del> <i>Tentatively cancelled</i>	<del>Regular Meeting County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>
<b>November 2019</b>	<b>Monday 11</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Wednesday 20 – Friday 22</i>		<i>FAC Legislative Conference Broward County; Fort Lauderdale, FL</i>
	<b>Thursday 28</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 29</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2019</b>	<del>Monday 9</del>	<del>9:00 a.m. – 4:00 p.m.</del>	<del>Board Retreat TBD – Rescheduled to January 27</del>
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		<b><u>6:00 p.m.</u></b>	<b><u>Adoption Public Hearing on the 2019 Out-of-Cycle Comprehensive Plan Amendment</u></b>
		<b><u>6:00 p.m.</u></b>	<b><u>First of Two public hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled “Definitions” and creating a new Section 10-6.820, entitled “Solar Energy Systems”</u></b>
	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
	<b>Wednesday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY</b>
<b>January 2020</b>	<b>Wednesday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<b>Tuesday 7</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Thursday 9</i>		<i>FAC Advanced County Commissioner Program, Class #2 of 3; Alachua County, Gainesville, FL</i>
	<b>Monday 20</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Monday 27	9:00 a.m. - 4:00 p.m.	Board Retreat – Location TBD
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		<b><u>6:00 p.m.</u></b>	<b><u>Second public hearing to adopt Ordinance amending Section 10-1.101, entitled “Definitions” and creating a new Section 10-6.820, entitled “Solar Energy Systems,”</u></b>
<b>February 2020</b>	Friday 14	9:00 – 10:30 a.m.	Community Legislative Dialogue Meeting



## **Citizen Committees, Boards, and Authorities Current and Upcoming Vacancies**

[leoncountyfl.gov/committees](http://leoncountyfl.gov/committees)

### **CURRENT VACANCIES**

#### **Advisory Committee on Quality Growth**

(seat for a person employed by a university or local school system)  
Board of County Commissioners (1 appointment)

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

Board of County Commissioners (1 appointment)

#### **Board of Adjustment & Appeals**

Board of County Commissioners (1 appointment)  
Tallahassee City Commission (2 appointments)

#### **Council on Culture & Arts**

Board of County Commissioners (2 appointments)

#### **Early Learning Coalition of the Big Bend Region**

Board of County Commissioners (1 appointment)

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

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

### **UPCOMING VACANCIES**

#### **OCTOBER 31, 2019**

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

Board of County Commissioners (2 appointments)

##### **Tourist Development Council**

Board of County Commissioners (2 appointments)

#### **DECEMBER 31, 2019**

##### **Library Advisory Board**

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)  
Commissioner - District II: Jackson, Jimbo (1 appointment)  
Commissioner - District III: Minor, Rick (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

October 15, 2019

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

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

**Title:** Minutes: July 9, 2019 Regular Meeting (Revised)

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Kimberly M. Wilder, Finance Director, Clerk of Court & Comptroller
<b>Lead Staff/ Project Team:</b>	Beryl Wood, Clerk to the Board

### **Statement of Issue:**

This agenda item seeks Board review and approval of the following revised minutes: July 9, 2019 Regular Meeting.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Approve the revised meeting minutes from the July 9, 2019 Regular Meeting.

### **Attachment:**

1. July 9, 2019 Regular Meeting

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
REGULAR MEETING  
July 9, 2019**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Jimbo Jackson presiding. Present were Vice Chairman Bryan Desloge and Commissioners Nick Maddox, Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Rick Minor. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Clerk of Court Gwen Marshall and Clerk to the Board Beryl H Wood.

Others present: Sheriff Walt McNeil, Property Appraiser Akin Akinyemi and former Commissioner Gary Yordan.

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

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation was provided by Commissioner Proctor. He then led the Pledge of Allegiance.

**AWARDS AND PRESENTATIONS**

- Commissioner Maddox read into the record a Proclamation recognizing Marie-Claire Leman as the Florida Department of Education's Statewide Region I Winner of the Outstanding Adult School Volunteer Award.
- Kelli Walker, District Volunteer Coordinator for Leon Schools, shared words of gratitude for Mrs. Marie-Claire Leman stellar service to Hartsfield Elementary and the many initiatives she chairs.
- Mrs. Marie-Claire Leman acknowledged the Board and Leon County Schools for the Proclamation. She spoke on the different teams that enabled her and noted how the Title 1 Schools are of great concern to her.
- Dr. Rhonda Blackwell-Flanagan, Principal of Hartfield Elementary School, also gave accolades to Mrs. Marie-Claire Leman and all school volunteers that work with her for their work in the School System with parental engagement.
- Commissioner Dozier gave accolades to Mrs. Marie-Claire Leman. She also highlighted Mrs. Lehman's work on WFSU - TV Show "Voices that Inspire". Commissioner Dozier thanked her for her tireless work.
- POSTPONED – A Proclamation recognizing Florida State University's Civil Rights Institute Slavery Remembrance Proclamation.
- Commissioner Proctor read into the record a Proclamation recognizing the Retirement of Board Secretary Rebecca Vause. Also appeared was the Clerk of Court, Gwen Marshall, who presented Mrs. Vause with a "Vase" for "Vause" from the Clerk's Office. Clerk Marshall thanked Mrs. Vause for her dedication and service to Leon County.
- Rebecca Vause acknowledged the Board for the recognition. She thanked them for the honor to serve the citizens of Leon County. She gave appreciation to the County, Clerk's Office and Finance Department for the relationships she had built throughout the years. Mrs. Vause noted she would miss everyone.
- Commissioner Lindley commended Mrs. Vause for her brilliant and precise work throughout the years. She stated the Mrs. Vause is so deserving of this retirement.
- Commissioner Desloge gave praises of being prompt, accurate and superior in her

- field.
- Commissioner Maddox thanked Mrs. Vause for her service and he thanked her husband for sharing her time and talent with the County.
  - Commissioner Dozier also gave accolades to Mrs. Vause. She spoke of Mrs. Vause's public engagement and commitment to government transparency.
  - Commissioner Proctor provided appreciation for Mrs. Vause. He expressed how she was always very professional and that they would indeed miss her.
  - Commissioner Minor also praised Mrs. Vause and wished her the best.
  - Chair Jackson ended the numerous accolades by adding Mrs. Vause was extraordinary at her work and would truly be missed. He hoped she enjoyed the next phase of her life.
- Commissioner Desloge read into the record a Proclamation recognizing the Retirement of Commission Aide Brenda Tanner for her public service of 13 years. He also presented her with a service pen.
    - Mrs. Brenda Tanner provided acknowledgement to Board and spoke of the honor to serve Leon County, especially the District 4 citizens. She expressed gratitude to Commissioner Desloge. She commended the Board, the County Administrator, and staff for their commitment to Leon County. She reminded all there that there was no better service than public service and that she will miss everyone.
    - Chair Jackson thanked Mrs. Tanner for her incredible service. He expressed that Mrs. Tanner is an excellent representative for the County and wished her well.
    - Commissioner Lindley spoke of Mrs. Tanner's energy she brought to the Commission. She thanked Mrs. Tanner for her service and wished her well in her next chapter.
    - Commissioner Maddox expressed appreciation for her 43 years of service. He noted it has been a pleasure to work with Mrs. Tanner and that she would be truly missed, and they appreciated her service.
    - Commissioner Dozier recalled working across the hall from Mrs. Tanner. She remarked on the constant support she gave to the Commission.
    - Commissioner Proctor relayed congratulatory remarks. He also noted that Mrs. Tanner was a remarkable Aide for Commissioner Desloge and District 4 and commended her for her organizational skills. He mentioned her service to Commissioner Desloge while he served both National and Florida Association of Counties as the President.
    - Commissioner Minor recalled his first interaction with local government was with Mrs. Tanner. He thanked her again for her dedicated service.
    - County Administrator Long gave the final remarks regarding Mrs. Tanner. He wished her a well-deserved retirement.
  - REMOVED – Presentation to the Tallahassee Boys' Choir.

*Commissioner Maddox moved, duly seconded Commissioner Dozier, to modify the agenda so Items 25 and 26 move up to the top of the General Business Agenda. The motion carried 7-0.*

**CONSENT:**

*Commissioner Maddox moved, duly seconded by Commissioner Desloge, to approve the Consent Agenda with the exception of Item 13, which were pulled for further discussion. The motion carried 7-0.*

**1. Minutes: May 14, 2019 Regular Meeting**

*The Board approved Option 1: Approve the Minutes of the May 14, 2019 Regular Meeting.*

**2. Proposed Revisions to the Leon County Investment Policy No. 17-4**

*The Board approved Option 1: Adopt the proposed revised "Leon County Investment Policy" No. 17-4.*

**3. Payment of Bills and Vouchers**

*The Board approved Option 1: Approve the payment of bills and vouchers submitted for July 9, 2019 and pre-approve the payment of bills and vouchers submitted for July 9, 2019 and pre-approve the payment of bills and vouchers for the period of July 10, 2019 through September 16, 2019.*

**4. Resolution Adopting the Master Fee Schedule for Medical Examiner Services**

*The Board approved Option 1: Adopt the proposed Resolution adopting the Master Fee Schedule for Medical Examiner Services.*

**5. Revised Direct Emergency Assistance Program Guidelines**

*The Board approved Option 1: Approve the proposed revisions to the Direct Emergency Assistance Program Guidelines.*

**6. Commissioner Appointments to the Water Resources**

*The Board approved Option 1: Appoint citizens to the Water Resources Committee for four-year terms ending July 31, 2023 as follows:*

- a. Ratify Commissioner Proctor's reappointment of Jefferey Priddle*
- b. Ratify Commissioner Minor's reappointment of Alan Niedoroda*
- c. Ratify Commissioner Lindley's reappointment of Colleen Castille*

**7. Report on Pharmaceutical and Biomedical Waste Disposal**

*The Board approved Option 1: Adopt the Report on pharmaceutical and biomedical waste disposal.*

**8. Authorization to Negotiate a Contract for Energy Savings Performance Contractor Services**

*The Board approved Options 1: Authorize the County Administrator to negotiate and execute a contract with Energy Services Group for the provision of Energy Savings Performance Contractor Services, in a form approved by the County Attorney.*

**9. Request to Schedule the First and Only Public Hearing to Consider a Fifth Amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.**

*The Board approved Option 1: Schedule the first and only Public Hearing to consider a fifth amendment to the Southwood Integrated Development Order for September 17, 2019 at 6:00 p.m.*

**10. Proposed Policy for “Safe Passage of Emergency Vehicles on Unpaved Private Roads”**

*The Board approved Option 1: Adopt the proposed Policy No. 19-X “Safe Passage of Emergency Vehicles on Unpaved Private Roads”.*

**11. Agreement with Florida Department of Corrections for Use of Inmate Crews**

*The Board approved Option 1: Approve the Agreement with the Florida Department of Corrections for use of Inmate Crews and authorize the County Administrator to execute.*

**12. Proposed New Policy, “Springs Restoration Grants and Septic System Upgrades Policy”**

*The Board approved Option 1: Adopt the proposed Policy No. 19-X “Springs Restoration Grants and Septic System Upgrades Policy”.*

**13. Voluntary Collection Agreements of Tourist Development Taxes (pulled by Commissioner Proctor)**

County Administrator Long commented this item seeks Board authorization for the County Administrator to enter into Voluntary Collection Agreements with HomeAway and Trip Advisor Rentals for the Collection of Tourist Development Taxes, in a form to be approved by the County Administrator. Also, to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms, in a form approved by the County Attorney.

Commissioner Proctor noted he pulled this agenda item to provide an opportunity for discussion. He felt it should not be on the consent agenda. He confirmed with County Administrator Long that the Board was not implementing a new tax, but rather establishing a means to collect the existing Tourist Development Tax.

County Administrator Long clarified that the Tourist Development Tax is currently a tax and this is only an item about the collection by certain third parties as mentioned.

*Commissioner Proctor moved, duly seconded by Commissioner Desloge, to approve Option 1: Authorize the County Administrator to finalize and execute Voluntary Collection Agreements with HomeAway and TripAdvisor Rentals for the collection of Tourist Development Taxes in a form to be approved by the County Attorney. Option 2: Authorize the County Administrator to negotiate and execute future voluntary collection agreements with other interested short-term rental platforms under the same general terms, in a form approved by the County Attorney. The motion carried 7-0.*

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

**14. Report on Heavy Equipment Training and Authorization to Transfer a Surplus Vehicle to Lively Technical College**

*The Board approved Option 1 and 2: Option 1: Accept the status report on heavy equipment training. Option 2: Authorize the transfer of a surplus Compressed Natural Gas vehicle to Lively Technical College.*

**15. Status Update on the Amphitheater Support Space**

*The Board approved Option 1: Accept the Status Update on the Amphitheater Support Space.*

**16. Status Report on the 2018 Leon County Real Estate Portfolio**

*The Board approved Option 1: Accept the Status Report on the 2018 Leon County Real Estate Portfolio.*

**17. Status Report on Requiring County Contracted Vendors to Offer Employment Opportunities for Local Residents**

*The Board approved Option 1: Accept staff's report on requiring vendors to offer employment for local residents and take no further action.*

**Summer Youth Interns Remarks by Commissioners**

- Chairman Jackson yielded to Commissioner Dozier to announce the end of the Summer Youth Internship Program. She took the opportunity to thank all summer interns for their service and asked that the interns present stand and be recognized for their commitment to local government.
- Commissioner Lindley spoke and gave recognition to the Summer Youth interns.
- Commissioner Minor thanked his student intern and all others that served.
- Commissioner Maddox gave accolades to the youth interns.

**CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; THERE WILL NOT BE ANY DISCUSSION BY THE COMMISSION)**

- Leighanne Boone, 300 S. Duval Street, brought forth concerns with the Boynton Still Project. She inquired if the County could postpone the project thereby allowing time for additional community input. Ms. Boone requested that the Board redesign a planned retention pond to preserve an oak tree in the neighborhood. She shared a brief PowerPoint.
- Tom Derzypoloski, 2115 Truscott Drive, Board Member of the Capital Area Chapter of the American Red Cross, commended the Commission and County Staff on its brilliant Hurricane preparedness efforts.
- Danielle Irwin, Florida League of Women Voters, 3185 Ferns Glen Drive, thanked the Board for opening community dialogue on pharmaceutical and biomedical waste disposal. She noted her organization is interested in exploring ways to incorporate prescription drug collection at household hazardous waste events and to establish additional permanent collection locations on the Southside.

## **GENERAL BUSINESS**

### **18. Bid Award for the Division of Tourism Contracted Research Services**

County Administrator Long introduced the item. He conveyed this agenda item seeks the Board's Approval of the bid award recommendation to Downs & Germain, to provide contracted research services for the Division of Tourism.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the bid award to Downs & St. Germain to provide research services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney. The motion carried 7-0.*

### **19. Bid Award for the Division of Tourism Contracted Marketing/Advertising and Public Relations Services**

County Administrator Long introduced the item. He stated this agenda seeks the bid award recommendations for The Zimmerman Agency to provide contracted marketing/advertising and public relations services for the Division of Tourism.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1 and 2: Option 1: Approve the award of the bid to The Zimmerman Agency to provide marketing/advertising services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney. Option 2: Approve the award of the bid to The Zimmerman Agency to provide public relations services for the Division of Tourism and authorize the County Administrator to negotiate and execute the agreement, in a form approved by the County Attorney.*

Commissioner Dozier commented on the amount of work that went into this item. She questioned the two RFP's. She requested clarification on the intent of splitting the contracts for marketing/advertising and public relation services.

Kerri Post, Division of Tourism Director, noted it was a best practice method as it results in increased competition. Ms. Post added many firms specialize in one area, so few firms are eligible to compete for a combined contract. She stated the goal was to get more vendors to submit proposals.

Commissioner Dozier questioned the Greenville trip. She expressed interest in a full marketing contract and asked for a presentation to see where they are going and compare by the fall. County Administrator Long noted staff would provide an update and presentation on the marketing plan in the fall.

Commissioner Proctor proposed that staff identify a process to allow for consolidation of contracts if same vendor is selected for both in the future. However, he noted he respected the County's judgement.

*The motion carried 7-0*



**20. 2019 Florida Legislative Session Final Report and Request to Schedule the Board Workshop on 2020 State and Federal Legislative Priorities and 2020 Community Legislative Dialogue Meeting**

County Administrator Long introduced this item. He stated this agenda item seeks the Board's approval of the 2019 Florida Legislative Session Final Report. Additionally, this item seeks approval to schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 -3:00 p.m. and a Community Legislative Dialogue Meeting for February 14, 2020 from 9:00 a.m. – 10:30 a.m.

Andrew Johnson, Assistant to the County Administrator, provided an overview of 2019 Legislative Session including updates on the Board's legislative priorities. He stated next session would start early in January 2020.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Options 1, 2 and 3: Option 1: Accept the 2019 Florida Legislative Session Final Report. Option 2: Schedule the Board Workshop on the 2020 State and Federal Legislative Priorities for September 24, 2019 from 1:30 p.m. – 3:00 p.m. Option 3: Schedule a Community Legislative Dialogue Meeting for the 2020 Florida Legislative Session for February 14, 2020 from 9:00 a.m. – 10:30 a.m.*

Commissioner Dozier asked about Community Affordable Housing. She reflected on possible state grant opportunities to support Leon Works programs and suggested working with the City to pursue funding for other job training and junior apprenticeship programs.

Mr. Johnson commented on inclusionary housing. He noted the earlier provisions would have prevented inclusionary housing entirely. Mr. Johnson shared that with the House Bill 7103, local governments can have inclusionary housing, but the local governments would have to offset the cost through an incentive or impact fee.

Chairman Jackson shared there are discussions planned with the City and this is one of the topics at the next Mayor-Chair meeting.

Commissioner Desloge thanked staff for their work during the 2019 Legislative Session.

Commissioner Proctor reflected on the lack of State funding provided to local governments in Leon County and expressed his hope that the new Governor would be willing to meet with the Board. He also mentioned the recent Leon County Schools test scores and how something should be done between the Department of Education and Title I schools especially with both organizations being near.

*The motion carried 7-0.*

**21. County Attorney Recruitment and Selection Process**

County Attorney Thiele introduced this item. He relayed this item seeks Board consideration of a comprehensive proposed recruitment and selection process, to include all steps and timelines associated with the recruitment, evaluation, and hiring of a new County Attorney. He gave his appreciation to all that assisted with the recruitment and selection process.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the proposed process for the recruitment and selection of a new County Attorney by:*

- a. Approving the proposed updated County Attorney job description.*
- b. Directing staff to advertise the County Attorney position with an anticipated hiring range of \$160,000 to \$190,000; however, the final salary will be determined by the Board depending upon professional qualifications and experience;*
- c. Directing the County Administrator and the County Attorney to conduct an initial evaluation of applicants and present a recommended short list for the Board's consideration at the October 15, 2019 meeting;*
- d. Scheduling a Workshop for Monday, October 28, 2019 at 2:00 p.m. to conduct finalist interviews; and*
- e. Authorizing the reimbursement of travel and per diem expenses for finalists invited to interview.*

Commissioner Dozier stated she supported and appreciated the motion.

Commissioner Proctor moved to have additional individuals from community organizations conduct the initial evaluation of applicants. He discussed the importance of the County Attorney and that the process should have more than two persons involved. *The motion died for a lack of second.*

Commissioner Lindley opposed Commissioner's Proctor motion. She asked for her motion to stand.

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

*Commissioner Dozier moved, duly seconded by Commissioner Lindley to direct staff to develop a policy requiring a public search for any direct hires by the Board.*

Chairman Jackson stated it has been established with the precedent created with the County Attorney recruitment and selection. Commissioner Dozier commented the process is a search, but in the future, it should be established as a policy.

Chairman Jackson commented it would be brought back as an agenda item for policy moving forward for the County Attorney and County Administrator positions.

*Motion passed 6-1 (Commissioner Proctor opposed the motion).*

## **22. Consideration of Options to Reduce or Eliminate Single-Use Plastic Straws in Leon County**

County Administrator Long introduced this item. He stated this item provides a report on single-use plastic straws and presents a range of options for the Board's consideration to either ban or reduce their usage.

### **Public Comment**

- Mike Mitchell, 4250 Benchman Trace, Vice-President of Sustainable Tallahassee, spoke in support for various options to reduce single-use plastic straws.

- Kim Ross, 1203 Buckingham Drive, Rethink Energy Florida, spoke in support of moving forward with an ordinance banning the sale or distribution of single-use plastic straws county-wide. She additionally, recommended expanding the ordinance to include other forms of single-use plastics. She noted ReThink Energy Florida has joined with several other organizations across the City to research the efforts and come to a consensus on the best way to move forward. She shared that ReThink Energy Florida has determined that the single-use straw issue should not put the environmental community against the disabled community. She commended staff for their work on this issue exploring most options. Ms. Ross provided via email draft language for an ordinance from the City of Sarasota where they did work with more of the disabled community. However, she expressed it was not a model ordinance and felt Leon County could be the county to develop such a model ordinance that other counties and municipalities would look up too.
- Danielle Irwin, Linda Lee, Mecita Collier, 3185 Ferns Glen Drive, representing the League of Women Voters, expressed support for an ordinance banning the sale or distribution of single-use straws county-wide and encouraged the Board to look at banning other single use plastics.
- Dr. Jerry Chance, 1424 Pedrick Drive, waived speaking in support for the options to reduce single -use plastic straws.
- Justine Chance, 1424 Pedrick Drive, waived speaking in support for the options to reduce single -use plastic straws.
- John Henrick, 1551 Cristobal Drive, waived speaking in support for options to reduce single use plastic straws.

Chairman Jackson noted it was important for the County to be a model before expanding a ban to the community.

Commissioner Lindley spoke in support. She stated it was a step forward in the right direction.

*Commissioner Lindley moved, duly seconded by Commissioner Dozier, Options 1 and 3: Direct staff to create policy on the prohibition of plastic straws and Styrofoam at county functions.*

Commissioner Minor commended staff for the well written agenda item. He reflected on the health and environmental issues caused by microplastics. He inquired that the motion be amended to direct staff to bring back an agenda item further assessing a possible ordinance and that staff seek input from relevant stakeholders such as the Capital Area Sustainability Compact, The Florida League of Women Voters, The Florida Restaurant and Lodging Association, and disability advocates.

Commissioner Lindley accepted the amendment to her motion.

Commissioner Proctor continued his stance in opposition. He noted there was no medical reason to ban plastic straws.

Commissioner Dozier reflected on development of products to supplant single-use plastics as well as the issue of pharmaceutical waste disposal and suggested that staff discuss those issues with the Compact and seek input on Leon County's effort. She noted that staff could also engage Sustainable Tallahassee on the opportunity to create a joint purchasing group for local businesses to purchase sustainable items in bulk as well as

the opportunity to establish a program that recognizes businesses that have limited single-use plastics. Commissioner Lindley expressed support for exploring a possible recognition program for businesses.

Commissioner Maddox suggested that further analysis by a committee or members of the Compact may be needed before adopting a new policy or ordinance. He stated more information from both sides is needed before making decisions but that he would support the motion.

Commissioner Desloge expressed support for exploring a possible recognition program for businesses. He noted this was a move in the right direction.

County Administrator Long clarified the motion.

*Commissioner Lindley moved, duly seconded by Commissioner Dozier, moved to approve Option 1: Authorize expanding the education of internal staff and the community at-large on ways to reduce and direct staff to draft a resolution encouraging businesses and individuals to eliminate the use of single-use plastic straws and other single-use plastics. Option 3: Direct staff to draft a policy for Board consideration banning the sale or distribution of single-use plastic straws and "Styrofoam" on County property and facilities or at County events. Option 4 as amended: Direct staff to gather additional input from disability advocates, the Florida Restaurant and Lodging Association, the Capital Area Sustainability Compact, and the Florida League of Women Voters and prepare additional analysis on banning the sale or distribution of single-use plastic straws county-wide, including options and recommendations for which commercial establishments might be included, exemptions to be considered, timelines for penalties and enforcement. The motion passed 6-1. (Commissioner Proctor in opposition.)*

## **23. Agreement with Tallahassee Lenders' Consortium to Operate as the Community Land Trust**

*Commissioner Proctor offered a motion. It was rescinded due to Commissioner Maddox asking that they table the item to after the evening dinner break at 5:20 p.m.*

County Administrator Long introduced this item. He conveyed this item seeks Board authorization to negotiate an agreement with Tallahassee Lender's Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County.

*Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option 1: Authorize the County Administrator to negotiate an agreement with the Tallahassee Lender's Consortium, in a form approved by the County Attorney, to serve as the Community Land Trust for Leon County and bring back the proposed Agreement to the Board for final consideration and approval.*

Commissioner Maddox commended staff for their work and expressed his enthusiasm on this issue.

Commissioner Dozier noted interest in monitoring vacation rentals and their impact on affordable housing stock.

The motion carried 7-0.

**24. Ratification of the June 18, 2019 Fiscal Year 2020 Budget Workshop**

County Administrator Long introduced the item. He stated this agenda item ratifies the Board's actions at the June 18, 2019 Fiscal Year 2020 Budget Workshop.

*Commissioner Minor moved, duly seconded by Commissioner Maddox, approval of Options 1- 8: Option 1: Ratify the actions taken by the Board during the June 18, 2019, FY 2020 Budget Workshop. Option 2: Approve Resolution and Budget Amendment appropriating Risk Reserves, funds for Building Renovations, and the purchase of Solid Waste Heavy Equipment. Option 3: Adopt the proposed Policy No. 19-X "L. I. F. E. Rural Road Safety Stabilization Program Policy", and the associated Resolution establishing the Program as a paramount public purpose. Option 4: Adopt the Resolution establishing the 2020 Complete Count Committee. Option 5: Establish the maximum countywide millage rate for FY 2019 at 8.3144. Option 6: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2019 at 0.5 mills. Option 7: Approve allocation of additional property taxes to reduce the use of fund balance by \$404,716.00. Option 8: Approve \$75,000 from the current year contingency account to the South City Foundation for the Purpose – Built Communities project to assist with funding the operations for two years contingent on a similar approval by the City of Tallahassee; and the associated budget amendment.*

Commissioner Maddox thanked the City for their commitment. He additionally thanked the County Administrator. He expressed his excitement and spoke of the members of Purpose Built. He recognized Christic Henry who was present for support of option 8.

Commissioner Minor expressed his excitement on the Purpose – Built Communities.

Commissioner Desloge commented this was contingent upon the City's approval. He noted their meeting was not until tomorrow and they should move in caution.

The motion carried 7-0.

**25. Bid Award for Open Graded Hot Mix Bituminous Paving Services**

County Administrator Long introduced the item. He stated this agenda item seeks the Board's approval to award a bid to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for Open Graded Hot Mix (OGHM) Paving Services. The contract will provide OGHM materials and other related services to perform stabilization of County maintained dirt roads and resurfacing or repairs to current OGHM roads.

*Commissioner Dozier moved, duly seconded by Commissioner Maddox, approval of Option 1: Approve the bid award to Peavy & Son Construction Company, Inc. in the amount of \$601,500 for the Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services and authorize the County Administrator to execute. The motion carried 7-0.*

**26. Bid Award for Sidewalk and Associated Work Construction, Continuing Services**

County Administrator Long introduced the item. He disclosed this agenda item seeks the Board's approval to award a bid to Capital Asphalt, Inc. in the amount of \$4,609,443 for Sidewalk and Associated Work Construction, Continuing Services. The Sidewalk and Associated Work Construction Continuing Services contract provides for the construction of sidewalks and any work associated with the construction of sidewalks at various locations within Leon County.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Approve the bid award to Capital Asphalt, Inc. in the amount of \$4,609,443 for Sidewalk and Associated Work Construction, Continuing Services and authorize the County Administrator to execute. The motion carried 7-0.*

**27. Voluntary Annexation Proposal from Golden Oak Land Group, LLC, to Annex the Brookside Village Detached Residential Subdivision Located at 550 Ox Bottom Road**

County Administrator Long introduced the item. He relayed this item is Golden Oak Land Group, LLC, requesting voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom Road. As required by the Tallahassee – Leon County 2030 Comprehensive Plan, this voluntary annexation item is being brought to the Board of County Commissioners for review and comment regarding the proposed annexation.

*Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: Do not object to the proposed voluntary annexation of the Brookside Village Detached Residential Subdivision located at 550 Ox Bottom Road.*

Commissioner Proctor spoke in opposition to the annexation due to his concerns that the City is excluding historically black neighborhoods. He recalled Millers Landing Road. He further detailed the racial disparity occurring in the City.

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

**28. Voluntary Annexation Proposal from Capital Circle Properties II, LLC, to Annex Property Located at 5225 Capital Circle Southwest**

County Administrator Long introduced the item. He stated Capital Circle Properties II, LLC, is requesting voluntary annexation of property located at 5225 Capital Circle Southwest. As required by the Tallahassee – Leon County Comprehensive Plan, this voluntary annexation item is being brought to the Board of County Commissioners for review and comment regarding the proposed annexation.

Sue Ellen, resident of the Brookside Village, expressed her desire for her neighborhood to be annexed, so that she could vote in City Elections. She noted her utilities are paid to the City and she would like a voice.

County Administrator explained what Ms. Ellen was referring to is voluntary annexation that may be done at the request of a developer for a large block of land. He asserted neighborhoods, or the City could pursue annexation of an area by collecting petitions from residents.



Commissioner Dozier commented on the voluntary annexation. She acknowledged concerns and suggested it be added to the next Mayor-Chair meeting for discussion.

*Commissioner Dozier moved, duly seconded by Commissioner Lindley, approval of Option 1: Do not object to the proposed voluntary annexation of property located at 5225 Capital Circle Southwest.*

Commissioner Proctor referenced page 1. He spoke of the City's annexation. He stated his stance was the City's boundary excludes historically black neighborhoods.

Commissioner Maddox asked for clarification on voluntary annexation and involuntary annexation. He confirmed that City has pursued annexation in these areas previously and had failed during a special election. He encouraged the speaker to pursue a petition for annexation.

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

**29. Full Board Appointments to the Investment Oversight Committee and the Leon County Education Facilities Authority**

County Administrator Long introduced the item. He relayed this agenda items seeks the full Board's consideration of the appointment of citizens to the Investment Oversight Committee and the Leon County Educational Facilities Authority.

*Commissioner Desloge moved, duly seconded by Commissioner Lindley, approval of Option 1, 2, 3, and 4: Option 1: Reappointment the recommended eligible applicant to the Investment Oversight Committee for a three-year ending July 31, 2022. Eligible Applicant: is Ben Watkins. The Board appointed Ben Watkins. Option 2: Appoint one eligible applicant to the Investment Oversight Committee for a three – year term ending July 31, 2022. Eligible Applicants are: Renee McNeill and Apryl Lynn. The Board appointed Renee McNeill. The motion carried 7-0.*

*Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Option 3: Reappoint the recommended eligible applicant to the Leon County Educational Facilities Authority for a five- year term ending July 30, 2024. Eligible Applicant is: Thomas Proctor Jr. The Board appointed Thomas Proctor. Option 4: Appoint two eligible applicants to the Leon County Educational Facilities Authority for the remainder of the unexpired terms ending July 31, 2020 and July 31, 2023. Eligible Applicants are: Dixie Dainwood (2023), Curt Bender, Reginald Ellis (2020), Sameer Kaplileshwari and Andrew Stephen Kalel. The Board appointed Reginald Ellis for the unexpired term ending July 31, 2020. Dixie Dainwood for the unexpired term ending July 31,2023. The motion carried 7-0.*

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

**30. First and Only Public Hearing to Consider a Proposed Resolution Adopting an Inventory List of County-Owned Properties Appropriate for Affordable Housing Parcels**

County Administrator Long introduced the item. He noted Florida Statutes require counties to prepare an inventory of county-owned real property that is appropriate for use as affordable housing and, following a public hearing, to adopt a Resolution that

includes the inventory list of Affordable Housing Parcels. The affordable housing parcels identified in the Resolution may then be offered for sale without the requirement of a published notice calling for bid, as provided in Statute.

County Administrator Long announced there were no speakers.

Commissioner Minor moved to amend the motion to provide parcels to the Habitat to Humanity.

Commissioner Desloge responded that the Board has designated the Housing Finance Authority as the entity responsible for distributing the identified parcels to qualified organizations, such as Habitat for Humanity.

Commissioner Minor confirmed that the Board could hold another transmittal hearing in September if the amendment was revised and he confirmed with the County Administrator that nonprofits are awarded the parcels without charge and withdrew his motion.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1: Conduct the first and only public hearing and adopt the Resolution adopting an Inventory List of County – owned Property appropriate for use as Affordable Housing Parcels. Motion carried 7-0.*

### **31. Transmittal Public Hearing on the 2019 Out - of - Cycle Comprehensive Plan Amendment**

County Administrator Long introduced the item. He stated this item provides for the County Transmittal Public Hearing on the 2019 Out-of-Cycle amendment to the Tallahassee-Leon County Comprehensive Plan. The purpose of the Public Hearing is to transmit a proposed text amendment to the State Land Planning Agency and other reviewing agencies. This text amendment would ensure consistency between a proposed County Ordinance on Solar Energy Systems and the Comprehensive Plan as required by Florida Law.

- Neil Fleckenstein, 13093 Henry Beadel Drive, Tall Timbers, commented on the solar amendment. He presented a PowerPoint to gain visual understanding from other areas. He noted concerns regarding possible negative impacts to the environment and rural areas by the development of solar facilities. He asked that staff work with stakeholders to address these concerns.

Commissioner Dozier expressed excitement about moving forward. She asked for clarity on the Comprehensive Plan. County Administrator Long clarified by passing this item tonight, it allows them to begin the process.

She asked before final approval, would they be allowed to change language.

- Kent Wimmer, 1294 Avondale Way, spoke of concerns regarding large scale conversion of lands for solar farms. He urged the Board to establish standards for the size of solar facilities.
- Danielle Irwin, 3185 Ferns Glen Drive, expressed concerns regarding the clearing of land for solar facilities.



Commissioner Proctor agreed with the speakers. He felt the language provided didn't provide enough information. He stated the future would allow for solar to be more efficient. He recommended adding something to tell how much energy it represents.

Commissioner Desloge asked for clarity. He asked are they locking anything in. He stated they have from now until October to make changes.

County Administrator Long commented that by transmitting the amendment, the State can begin their review which must occur before that amendment can be adopted in October. He added that specific regulations regarding size or buffering should be addressed in the corresponding ordinance and that staff will work with stakeholders to ensure their concerns are addressed in the ordinance.

Commissioner Dozier questioned whether this needs to be an existing change. County Administrator Long differed to Ms. Cherie Bryant.

Cherie Bryant, Director of Planning, confirmed that the amendment would allow solar anywhere light infrastructure is permitted and that the ordinance would allow for additional regulations such as size.

Commissioner Minor addressed the text amendment. He established that the Board could hold another transmittal hearing in September if the amendment was revised. He confirmed with Mr. Fleckenstein that additional time would prove beneficial.

Commissioner Maddox inquired what is the point of waiting, when they would have the time needed to meet with stakeholders.

Commissioner Proctor expressed support for postponing the transmittal by a year to allow time to study and establish standards for the size of facilities.

Commissioner Lindley stated she was comfortable with the process.

Commissioner Dozier recommended an amendment to make an agenda item prior to public hearing by doing further analysis on the utility scale of solar facilities in neighboring rural areas and to bring this information back in September. She stated she was looking for this additional information.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, approval of Option 1 as amended: Conduct the transmittal public hearing on the 2019 Out-of-Cycle Text Amendment and transmit the propose amendment to the State Land Planning Agency and review agencies and direct staff to prepare an agenda item with further analysis on utility scale solar facilities in rural areas for the Board's September 17, 2019 meeting.*

Commissioner Proctor voiced his stance that in the future, solar panels would replace natural gas for use by utilities.

The motion carried 7-0.

**32. Continuance of the First of Two Public Hearings to Adopt a Proposed Ordinance Amending Section 10-1.101, Entitled “Definitions” and Creating a New Section 10-6.820, Entitled “Solar Energy Systems”**

County Administrator Long introduced the item. He relayed this item requests the Board continue the first of two public hearings on the proposed Ordinance amending Chapter 10, Leon County Code of Laws, pertaining to solar energy systems, to September 24, 2019. The first public hearing was originally scheduled to be held on July 9, 2019.

Schedule agenda item for September 17, 2019 and continue with the Option1.

- Danielle Irwin, 3185 Ferns Glen Drive, spoke in support of solar initiatives on the local level. However, she cautioned about the possible negative effects it could have with conversion of open space and on small family farms.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of amended Option 1: Continue the first of two Public Hearings to adopt a proposed Ordinance amending Section 10-1.101, entitled “Definitions” and creating a new Section 10-6.820, entitled “Solar Energy Systems” to September 24, 2019. The motion carried 7-0.*

**CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; COMMISSION MAY DISCUSS ISSUES THAT ARE BROUGHT FORTH BY SPEAKERS.)**

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

**COMMENTS/DISCUSSION ITEMS**

**County Attorney Thiele:**

- Requested that an Attorney/Client Meeting (Shade Meeting) be scheduled on September 17, 2019 to discuss a settlement proposal in the case of Leon County v. Johnny Petrandis, II.
- Commissioner Lindley expressed her desire to bring the litigation to an end and stated that she would oppose the motion to schedule a Shade Meeting.
- Commissioner Maddox inquired of the amount owed. County Attorney Thiele confirmed the amount was over \$600,000.
- Commissioner Proctor inquired about the defendants presenting their stance.
- *Commissioner Desloge moved, duly seconded by Commissioner Dozier, to schedule an attorney -client privilege meeting on September 17, 2019 at 1:30 p.m. The motion carried 6-1. Commissioner Lindley in opposition.*

**County Administrator Long:**

- Congratulated everyone on earning summer break and encouraged them to enjoy time away.

**COMMISSIONER DISCUSSION ITEMS**

**Commissioner Minor:**

- Acknowledged the possible partnership with Purpose Built Communities.
- Encouraged everyone to enjoy the summer recess.

**Commissioner Dozier:**

- Reflected on the agreement with Florida Department of Corrections for use of inmate crews and suggested that the County explore options to document the good work and skills of inmate work crews. She thanked the staff for the great agenda and meeting.  
*Commissioner Dozier moved, duly seconded by Commissioner Maddox, to direct staff to explore options to document the good work and skills of inmate work crews. The motion carried 7-0.*
- Confirmed with the County Administrator on the agreement for operation of the amphitheater would be between City and County and stressed that the agreement should demonstrate the best use of space.
- Reflected on the adoption of local government ordinances limiting the sale of smoking and vaping products to those under the age of 21.  
*Commissioner Dozier moved, duly seconded by Commissioner Desloge, to direct staff to prepare a report on local government ordinances prohibiting the sale of smoking and vaping products to those under the age of 21. The motion carried 7-0.*
- Wished everyone a great summer and encouraged them to enjoy Leon County.

**Commissioner Proctor:**

- Requested to attend the National Association of Black Journalists Conference in Miami.
  - Commissioner Dozier commented that this appeared to be an excellent conference. However, she felt the requested travel was not germane to the job of County Commissioner.
  - Commissioner Proctor explained it gives you different alternatives in how you handle interaction with the press. His stance was it was very beneficial.
  - *Commissioner Maddox moved, duly seconded by Commissioner Jackson to approve travel expenses for Commissioner Proctor to attend the National association of Black Journalists. The motion carried 6-1. (Commissioner Dozier in opposition).*
- Announced that he would not attend the NACo Annual Conference from July 11-15, 2019 in Las Vegas, Nevada.
- Requested a Resolution to the Federal Government opposing conditions in migrant detention camps, ending the inhumane conditions. The motioned died for a lack of second.
- Wished everyone a great summer.

**Commissioner Lindley:**

- Wished everyone a happy summer.

**Commissioner Maddox:**

- Thanked the Board for the efficiency of which this meeting was held.
- Reflected on Leon County's recently published school grades and suggested that the County explores different options to support the schools and students.
- Wished everyone a happy summer recess.

**Vice Chairman Desloge:**

- Wished the Commissioners well over the summer recess.
- Thanked everyone for the send-off for Brenda Perry, his Commission – Aide.

**Chairman Jackson:**

- Wished for everyone to enjoy their summer recess.

**RECEIPT AND FILE:**

- Capital Region Community Development District Meeting Minutes form March 7, 2019 and April 11, 2019.
- Certification of the Leon County Tax Collector's Recapitulation of the Property Tax Rolls for 2018.
- Leon County Special - Purpose Financial Statements for the Year Ended September 30, 2018 with the Independent Auditors' Report.

**ADJOURN:**

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m.

**LEON COUNTY, FLORIDA**

ATTEST:

BY: \_\_\_\_\_  
Jimbo Jackson, 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

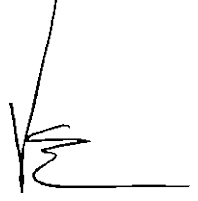

October 15, 2019

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

**From:** Herbert W.A. Thiele, County Attorney

Vincent S. Long, County Administrator

**Title:** Request to Schedule First and Only Public Hearing to Consider Adoption of Ordinance Amending Chapter 2, Article XII of the Leon County Code of Laws Entitled "Code of Ethics"



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Herbert W.A. Thiele, County Attorney

### **Statement of Issue:**

As requested by the Board at the meeting of September 17, 2019, this agenda item seeks Board approval to schedule the first and only public hearing to consider adopting an Ordinance to amend Chapter 2, Article XII of the Leon County Code of Laws regarding the Leon County Code of Ethics, for December 10, 2019,

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Schedule first and only public hearing to consider adoption of Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws entitled "Code of Ethics" (Attachment #1), for December 10, 2019 at 6:00 p.m.

## **Report and Discussion**

### **Background:**

At the Board meeting of September 17, 2019, and pursuant to the request of Commissioner Minor, the Board agreed to consider amending the Leon County Code of Ethics. Accordingly, this item seeks the Board’s approval to schedule the first and only public hearing for December 10, 2019, to consider amending the Leon County Code of Ethics as set forth in the attached draft Ordinance (Attachment #1).

As the Board will recall, in 2017 the Board established the 2017-2018 Citizen Charter Review Committee (“CCRC”) to review the Leon County Home Rule Charter (the “Charter”) and propose any Charter amendments for the Board’s consideration. After conducting meetings and public hearings, the CCRC recommended amending the Charter to provide for a Code of Ethics to be enacted by ordinance. On April 10, 2018, the Board conducted a public hearing and adopted Ordinance No. 2018-06 to provide for a Code of Ethics ordinance requirement in the Charter, upon approval of the voters at the November 6, 2018 General Election. At the November 6, 2018 General Election, the Leon County electorate voted affirmatively to amend the Charter to provide for the establishment of a Code of Ethics by ordinance. Accordingly, on June 18, 2019, the Board adopted Ordinance No. 2019-07, establishing the Leon County Code of Ethics.

In July of 2019, members of outside agencies requested a meeting with Commissioner Minor and County Attorney Herb Thiele to review and discuss the Leon County Code of Ethics. The meeting was held on July 29, 2019, and various amendments to the Code of Ethics were suggested. The suggested amendments have been incorporated into the draft Ordinance (Attachment #1).

### **Analysis:**

In the attached proposed Ordinance, the provisions to be added to the Code of Ethics are underlined, and the language to be removed is stricken through. The suggested amendments to the Leon County Code of Ethics are as follows.

Definitions. Section 2-651 is the definitions section in the Code of Ethics. The proposed Ordinance will amend three definitions, as follows.

- The definition of “corruptly” is being stricken because the term will no longer be used in the Code of Ethics. The Code will utilize the terms “knowingly and intentionally” instead of the term “corruptly.”
- The definition of “gift” is being amended to provide that a gift does not mean an honorarium paid to a person or the person’s spouse “for an honorarium event held outside of Leon County.” In other words, the term “gift” will include an honorarium for an event held within Leon County, but not outside of Leon County.

- The definition of "material interest" is being amended. "Material interest" refers to the direct or indirect ownership of more than 5% of the total assets or capital stock of a business entity. The last sentence in the definition providing that "Indirect ownership does not include ownership by a spouse or minor child" will be stricken from the Code. This means that "material interest" will include indirect ownership by a spouse or minor child.

Investigation; prosecution. A sentence is being added to Section 2-653 to specify that a complaint alleging a violation of the Code of Ethics must be in writing and filed with the County Attorney, with the exception of workplace harassment complaints which must be submitted to the Human Resources Director or Employee Relations Manager in the Human Resources Division.

Penalties. Section 2-654 will have two amendments, as follows.

- The term "intentional" is being removed from Section 2-654(a). Thus, the penalty for "an intentional violation" of the Code of Ethics will be changed to penalty "for a violation." There will be no distinction between an intentional violation and unintentional violation.
- A sentence is being added to Section 2-654(b) to provide a penalty in the event a lobbying firm has a repeat violation for failing to file the required quarterly compensation reports.

Solicitation or acceptance of things of value. In Sections 2-660(b) and (c), the phrase "knows, or, with the exercise of reasonable care, should know" is being changed to "knows, or should know." In other words, things of value should not be solicited or accepted from others when the person "knows, or should know" that it was given to influence a vote or favorable action.

Misuse of public position. In Section 2-661 the term "corruptly" is being replaced by the terms "knowingly and intentionally." Thus, no person "shall knowingly and intentionally use or attempt to use his or her public position" to secure a special privilege or benefit.

Workplace harassment. In Section 2-666(d)4 regarding the procedures for investigating and resolving harassment complaints, a person who is accused of engaging in harassing behavior will be given the opportunity to provide a written response, but not a verbal response. Therefore, any responses to allegations of workplace harassment must be in writing.

Lobbying restrictions following vacation of office. For purposes of clarity, the title of Section 2-667 is being changed from "Lobbying restrictions following vacation of office" to "Restrictions on lobbying by former County Commissioners." Also, the terms "following vacation" of office, will be changed to "after vacating" office. In other words, the term "vacation" will not be used.

Non-interference in county real estate transactions. In Section 2-670(c), the term "coerce" is being replaced by the terms "compel or constrain." The section will then read, "No County Commissioner shall directly or indirectly compel or constrain, or attempt to compel or constrain,



Title: Request to Schedule First and Only Public Hearing to Consider Adoption of Ordinance Amending Chapter 2, Article XII of the Leon County Code of Laws Entitled "Code of Ethics"

October 15, 2019

Page 4

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the County Administrator, the County Attorney, the Property Manager, or any other county employee, with regard to any County Real Estate Transaction."

Voting conflicts. In Sections 2-672(b) and (c), the phrase "or employed" is being added so that the voting conflict provisions will pertain to a principal by whom a County Commissioner or member of an advisory body "is retained or employed."

Exemption for certain business transactions. The proposed amendment will lower the monetary threshold in Section 2-675(c)6 from \$500 to \$250. This means there will be no conflict of interest in an employment or contractual relationship if the total dollar amount of transactions between the business entity and the County do not exceed \$250 per calendar year.

Exemptions. Adds volunteers to the exemptions in Section 2-681(3), so that a person who communicates with County Commissioners or county employees in an individual capacity for the purpose of self-representation, or on behalf of a family members, "or who volunteers" without compensation or reimbursement, will not be considered a lobbyist.

Should the Board wish to move forward with amending the Code of Ethics, one duly noticed public hearing on the proposed Ordinance will need to be scheduled and conducted pursuant to the requirements of Section 125.66, Florida Statutes.

**Options:**

1. Schedule first and only public hearing to consider adoption of Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws entitled "Code of Ethics" (Attachment #1), for December 10, 2019.
2. Do not schedule first and only public hearing to consider adoption of Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws entitled "Code of Ethics."
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Proposed Ordinance

LEON COUNTY ORDINANCE NO. 2019- \_\_\_\_\_

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE XII OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, ENTITLED "CODE OF ETHICS"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**RECITALS**

WHEREAS, at the November 6, 2018 General Election the Leon County electorate voted affirmatively to amend the Leon County Home Rule Charter to provide for enactment by ordinance of a Code of Ethics to prescribe standards of conduct for members of the Board of County Commissioners, county employees, and members of boards and committees created by the Board, no later than the first Board meeting in December of 2019; and

WHEREAS, on June 18, 2019, the Board adopted Ordinance No. 2019-07 to provide for a Code of Ethics; and

WHEREAS, the Code of Ethics is codified at Chapter 2, Article XII, of the Leon County Code of Laws; and

WHEREAS, the Board desires to adopt an ordinance to amend Chapter 2, Article XII of the Leon County Code of Laws;

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

**Section 1. Amendments.**

Chapter 2, Article XII of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

**ARTICLE XII. CODE OF ETHICS**

**DIVISION 1. GENERAL PROVISIONS**

**Sec. 2-650. Title; purpose.**

(a) This article shall be known as the Leon County Code of Ethics.

(b) The purpose of this article is to continue to provide a high level of transparency and ethical conduct in Leon County government.

**Sec. 2-651. Definitions.**

1 The following words, terms and phrases, when used in this article, shall have the meanings  
2 ascribed to them in this section, except where the context clearly indicates a different meaning:  
3

4 *Advisory body* means any board, committee, commission, council, or authority, however  
5 selected, whose total budget, appropriations, or authorized expenditures constitute less than \$100,000  
6 annually and whose powers, jurisdiction, and authority are solely advisory to the Leon County Board  
7 of County Commissioners and do not include the final determination or adjudication of any personal  
8 or property rights, duties, or obligations, other than those relating to its internal operations.  
9

10 *Agency* means any state, regional, county, local, or municipal government entity of this state,  
11 whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or  
12 political subdivision of this state therein; or any public school, community college, or state university;  
13 or any special district as defined in F.S. § 189.012.  
14

15 *Business associate* means any person or entity engaged in or carrying on a business enterprise  
16 with a County Commissioner, member of an advisory body, or county employee as a partner, joint  
17 venturer, corporate shareholder where the shares of such corporation are not listed on any national or  
18 regional stock exchange, or co-owner of property.  
19

20 *Business entity* means any corporation, partnership, limited partnership, proprietorship, firm,  
21 enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not,  
22 doing business in this state.  
23

24 *Communicate* or *communication* shall include one-on-one meetings, discussions, telephone  
25 calls, e-mails, text messages, and the use of other persons or electronic communications to convey  
26 information or receive information.  
27

28 *Conflict of interest* means a situation in which regard for a private interest tends to lead to  
29 disregard of a public duty or interest.  
30

31 ~~*Corruptly* means done with a wrongful intent and for the purpose of obtaining, compensating,~~  
32 ~~or receiving compensation for, any benefit resulting from some act or omission of a public servant~~  
33 ~~which is inconsistent with the proper performance of his or her public duties.~~  
34

35 *County Commissioner* means any member of the Leon County Board of County  
36 Commissioners.  
37

38 *County employee* means any person employed by the Leon County Board of County  
39 Commissioners.  
40

41 *County Real Estate Transaction* means any existing or proposed real estate transaction in which  
42 the County is involved as either a buyer, seller, lessee, lessor, or is otherwise involved as a party.  
43

44 *Gift* means that which is accepted by a donee or by another on the donee's behalf, or that which  
45 is paid or given to another for or on behalf of a donee, directly, indirectly, or in trust for the donee's  
46 benefit or by any other means, for which equal or greater consideration is not given within 90 days.

1 The term “consideration” does not include a promise to pay or otherwise provide something of value  
2 unless the promise is in writing and enforceable through the courts. “Gift” would include the following:

- 3
- 4 (a) Real property.
- 5
- 6 (b) The use of real property.
- 7
- 8 (c) Tangible or intangible personal property.
- 9
- 10 (d) The use of tangible or intangible personal property.
- 11
- 12 (e) A preferential rate or terms on a debt, loan, goods, or services, which rate is below the  
13 customary rate and is not either a government rate available to all other similarly  
14 situated government employees or officials or a rate which is available to similarly  
15 situated members of the public by virtue of occupation, affiliation, age, religion, sex, or  
16 national origin.
- 17
- 18 (f) Forgiveness of an indebtedness.
- 19
- 20 (g) Transportation, other than that provided in relation to officially approved governmental  
21 business, lodging, or parking.
- 22 (h) Food or beverage.
- 23
- 24 (i) Membership dues.
- 25
- 26 (j) Entrance fees, admission fees, or tickets to events, performances, or facilities.
- 27
- 28 (k) Plants, flowers, or floral arrangements.
- 29
- 30 (l) Services provided by persons pursuant to a professional license or certificate.
- 31
- 32 (m) Other personal services for which a fee is normally charged by the person providing the  
33 services.
- 34
- 35 (n) Any other similar service or thing having an attributable value not already provided for  
36 in this section.

37 “Gift” does not include:

- 38
- 39
- 40 (a) Salary, benefits, services, fees, commissions, gifts, or expenses associated primarily  
41 with the donee’s employment, business, or service as an officer or director of a  
42 corporation or organization.
- 43
- 44 (b) Contributions or expenditures reported pursuant to F.S. ch. 106, campaign-related  
45 personal services provided without compensation by individuals volunteering their  
46 time, or any other contribution or expenditure by a political party.

- (c) An honorarium or an expense related to an honorarium event paid to a person or the person's spouse for an honorarium event held outside of Leon County.
- (d) An award, plaque, certificate, or similar personalized item given in recognition of the donee's public, civic, charitable, or professional service.
- (e) An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
- (f) The use of a public facility or public property, made available by an agency, for a public purpose.
- (g) Transportation provided by an agency in relation to officially approved governmental business.
- (h) Gifts provided directly or indirectly by a state, regional, or national organization which promotes the exchange of ideas between, or the professional development of, governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of an agency that is a member of that organization.

*Honorarium* means a payment of money or anything of value, directly or indirectly, as consideration for a speech, address, oration, or other oral presentation, regardless of whether presented in person, recorded, or broadcast over the media, or a writing, other than a book, which has been or is intended to be published.

*Intangible personal property* means intangible personal property as defined in F.S. § 192.001(11)(b).

*Lobby or lobbying* means communications by a lobbyist, whether written or oral, with a County Commissioner, county employee, or member of an advisory body, whereby the lobbyist seeks to encourage or influence the passage, defeat, modification or repeal of any item which may be presented for vote before the Board of County Commissioners or any advisory body, or which may be presented for consideration by a county employee as a recommendation to the Board or advisory body.

*Lobbyist* means a person who is employed and receives payment for lobbying, or who contracts for economic consideration for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or agency to lobby on behalf of that other person or agency.

*Lobbying firm* means a business entity, including an individual contract lobbyist, that receives or becomes entitled to receive any compensation for lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist.

*Outside or concurrent employment* means engaging in employment with any person or entity, other than the County, in exchange for remuneration.

1  
2       *Material interest* means direct or indirect ownership of more than five percent (5%) of the total  
3 assets or capital stock of any business entity. ~~Indirect ownership does not include ownership by a~~  
4 ~~spouse or minor child.~~

5  
6       *Principal* means a person, firm, corporation, or other legal entity.

7  
8       *Property Manager* means the individual or entity retained by the Board of County  
9 Commissioners to lease and manage any County-owned property.

10  
11       *Purchasing agent* means a County Commissioner, member of an advisory body, or county  
12 employee having the authority to commit the expenditure of public funds through a contract for, or the  
13 purchase of, any goods, services, or interest in real property for the County, as opposed to the authority  
14 to request or requisition a contract or purchase by another person.

15  
16       *Relative*, unless otherwise specified in this article, means an individual who is related to a  
17 County Commissioner, member of an advisory body, or county employee as: father; mother; son;  
18 daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; husband; wife; registered domestic  
19 partner; same-sex spouse; father, mother, brother, sister, or children of the registered domestic partner  
20 or same-sex spouse; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-  
21 in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; half sister;  
22 sister; grandparent; great grandparent; grandchild; great grandchild; step grandparent; step great  
23 grandparent; step grandchild; step great grandchild; person who is engaged to be married to the officer  
24 or employee or who otherwise holds himself or herself out as or is generally known as the person whom  
25 the officer or employee intends to marry or with whom the officer or employee intends to form a  
26 household; or any other natural person having the same legal residence as the officer or employee.

27  
28       *Represent* or *representation* means actual physical attendance on behalf of a client in a County  
29 meeting or proceeding, the writing of letters or filing of documents on behalf of a client, or personal  
30 communications made with a County Commissioner, member of an advisory body, or county employee  
31 on behalf of a client.

32  
33 **Sec. 2-652. Advisory opinions.**

34  
35       (a) When in doubt as to the applicability and interpretation of the Leon County Code of  
36 Ethics, the County Administrator or any County Commissioner may request an advisory opinion from  
37 the County Attorney's Office. Requests for advisory opinions shall be in writing and shall state all  
38 material facts necessary for the County Attorney to understand the circumstances and render the  
39 advisory opinion.

40  
41       (b) The County Attorney's Office shall keep a file, open to the public, of all advisory  
42 opinions issued.

43  
44 **Sec. 2-653. Investigation; prosecution.**

1        With the exception of the complaint procedures set forth in section 2-666 on workplace  
2 harassment, a complaint concerning an alleged violation of this article shall be in writing and filed with  
3 the County Attorney. The investigation or prosecution of any alleged violation of this article shall be  
4 as provided by law.

5  
6 **Sec. 2-654. Penalties.**

7  
8        (a)     The penalty for an ~~intentional~~ violation of this article shall be those specified in F.S. §  
9 125.69(1), as may be amended from time to time, and shall be deemed supplemental to the penalties  
10 set forth in section 1-9 of the Leon County Code of Laws.

11  
12        (b)     The failure of a lobbying firm to file the required quarterly compensation report as  
13 required by division III of this article shall result in the imposition of a penalty equal to twice the annual  
14 lobbyist registration fee. Repeat violations shall be subject to the penalties set forth in section 1-9 of  
15 the Leon County Code of Laws.

16  
17 **Sec. 2-655. Conflicts.**

18  
19        (a)     This article shall supplement and not contradict or supersede any statutory or  
20 administrative standards of conduct which apply to any County Commissioner, member of an advisory  
21 body, or county employee.

22  
23        (b)     This article shall not conflict with the power of the Governor to suspend a County  
24 Commissioner, or of the Senate to remove a County Commissioner from office, or the power of the  
25 people to recall a County Commissioner from office.

26  
27 **DIVISION 2. STANDARDS OF CONDUCT**

28  
29 **Sec. 2-660. Solicitation or acceptance of things of value.**

30  
31        (a)     *Gifts.* No County Commissioner, member of an advisory body, or county employee  
32 shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future  
33 employment, favor, or service, based upon any understanding that the vote, official action, or judgment  
34 of the County Commissioner, member of an advisory body, or county employee would be influenced  
35 thereby.

36  
37        (b)     *Lobbyist.* No County Commissioner, member of an advisory body or county employee  
38 shall solicit or accept as compensation, payment, favor, service, or thing of value from a lobbyist or  
39 principal of the lobbyist, when such County Commissioner, member of an advisory body, or county  
40 employee knows, or ~~with the exercise of reasonable care~~ should know, that it was given to influence a  
41 vote or recommendation favorable to the lobbyist or principal of the lobbyist.

42  
43        (c)     *Unauthorized compensation.* No County Commissioner, member of an advisory body,  
44 or county employee, or his or her spouse or minor child, shall, at any time, solicit or accept any  
45 compensation, payment, or thing of value when such County Commissioner, member of an advisory  
46 body, or county employee knows, or, ~~with the exercise of reasonable care,~~ should know, that it was



1 given to influence a vote or other action in which the County Commissioner, member of an advisory  
2 body, or county employee was expected to participate in his or her official capacity.

3  
4 **Sec. 2-661. Misuse of public position.**

5  
6 No County Commissioner, member of an advisory body, or county employee shall knowingly  
7 and intentionally ~~corruptly~~ use or attempt to use his or her public position or any property or resource  
8 which may be within his or her trust, or perform his or her official duties, to secure a special privilege,  
9 benefit, or exemption for himself, herself, or others. This section shall not be construed to conflict with  
10 F.S. § 104.31.

11  
12 **Sec. 2-662. Disclosure or use of certain information.**

13  
14 No County Commissioner, member of an advisory body, or county employee shall disclose or  
15 use information not available to the general public and gained by reason of his or her public position  
16 for his or her personal gain or benefit, or for the personal gain or benefit of any other person or business  
17 entity.

18  
19 **Sec. 2-663. Nepotism.**

20  
21 (a) "Relative," for purposes of this section only, with respect to a County Commissioner or  
22 a county employee, means an individual who is related to the County Commissioner or county  
23 employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece,  
24 husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-  
25 law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

26  
27 (b) A relative of any County Commissioner shall not be eligible for employment in or  
28 advancement to any position which reports directly to the County Commissioner.

29  
30 (c) A relative of any county employee with supervisory responsibility shall not be eligible  
31 for employment in or advancement to any position which reports directly to the supervisory employee.

32  
33 (d) A county employee shall not be eligible for advancement to any position with direct  
34 supervisory responsibility over a position in which a relative is employed.

35  
36 **Sec. 2-664. Outside or concurrent employment.**

37  
38 (a) A county employee shall not engage in outside or concurrent employment which is, or  
39 may be determined to be, inconsistent, incompatible, or in conflict with the duties, functions, or  
40 responsibilities of his or her county employment.

41  
42 (b) A county employee who desires to accept outside or concurrent employment in addition  
43 to county employment shall follow the procedures set forth in the Leon County Board of County  
44 Commissioners Human Resources Policies and Procedures Manual, as may be amended from time to  
45 time.

(c) A County Commissioner may engage in outside or concurrent employment where not otherwise inconsistent with the provisions of Chapter 112, Part III, Florida Statutes.

**Sec. 2-665. Solicitation; fundraising.**

(a) A county employee shall not solicit, or be solicited for, political campaign contributions during county working hours or in county work areas.

(b) A county employee may solicit, or be solicited for, contributions for a non-profit charitable organization, as defined under the Internal Revenue Code, during county working hours or in county work areas upon approval of the County Administrator or designee, or the County Attorney or designee, as appropriate.

(c) A County Commissioner shall not utilize county employees or county resources in the solicitation of charitable contributions or political campaign contributions.

**Sec. 2-666. Workplace harassment.**

(a) *Purpose.* The purpose of this section is to provide a work environment free of workplace harassment, and which encourages mutual respect, cooperation and understanding amongst County Commissioners, members of an advisory body, and county employees.

(b) *Application.* This section applies to County Commissioners, members of an advisory body, and county employees.

(c) *Definition.*

1. For purposes of this policy, harassment consists of unsolicited, offensive, or retaliatory behavior based on race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, or sexual orientation, genetic information, or an employee's exercise of their constitutional or statutory rights. Sexual harassment consists of unsolicited, offensive behavior involving sexual overtures or conduct, either verbal or physical. Neither harassment nor sexual harassment refers to occasional comments of a socially acceptable nature to a reasonable person. Harassment refers to behavior that is not welcome, that is personally offensive, that lowers morale, and that, therefore, interferes with the work environment.
2. Offensive comments about an employee's race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, sexual orientation, or genetic information, or an employee's exercise of his or her constitutional or statutory rights constitute harassment when:

- (i) submission to such conduct is made either explicitly or implicitly a term of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3. Harassment may also take the form of adverse employment actions such as termination, demotion, or other adverse employment decisions which effect an employee's working conditions, if such actions are taken on the basis of an employee's race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, sexual orientation, genetic information, or an employee's exercise of his or her constitutional or statutory rights. Employment actions that are based on an employee's performance or other legitimate reasons are not harassment.

(d) *Complaint procedure.*

1. A county employee who believes he or she has been subjected to workplace harassment must promptly bring the problem to the attention of the County. If an employee believes that he or she has been harassed, the employee should immediately report the problem to the employee's supervisor. If the complaint involves the employee's supervisor, or if the employee is uncomfortable presenting the issue to the employee's supervisor, the employee should inform the Human Resources Director or Employee Relations Manager in the Human Resources Division.
2. If a complaint of harassment/discrimination involves a County Commissioner, a county employee should immediately report the problem to the Human Resources Director, the Employee Relations Manager in the Division of Human Resources, or the Chairman of the County Commission. If the complaint involves the Chairman of the County Commission, or if the employee is uncomfortable presenting the issue to the Chairman, then the employee should inform the Vice-Chairman of the County Commission, the Human Resources Director, or the Employee Relations Manager in the Human Resources Division. At that time, the Human Resources Director will refer the complaint to a private law firm or private entity outside the County's political jurisdiction, to investigate the claim. This step should be complied with prior to notification to the Board of County Commissioners, County Administrator, or County Attorney. Once the complaint has been referred to the outside private agency or law firm for investigation, then the party involved in the complaint is notified.

3. Each complaint will be immediately and thoroughly investigated in a professional manner. All harassment complaints reported to a supervisor, or any member of management, shall be promptly reported to the Employee Relations Manager or the Human Resources Director.
4. Actions taken to investigate and resolve harassment complaints shall be conducted confidentially, to the extent practicable, appropriate, and legally in order to protect the privacy of persons involved. The person who is accused of engaging in harassing behavior will be notified and given an opportunity to respond ~~verbally and/or~~ in writing. Investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have relevant knowledge.
5. The complainant will be notified of a decision or the status of the investigation in a timely manner. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint.
6. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, which may include discharge, will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. If the investigation substantiates a complaint against a County Commissioner, the report shall be referred to the Florida Commission on Ethics for their further handling.
7. If deemed to be in the County's best interest, the complainant, the respondent or both, may be placed on leave with pay during the investigation process. This decision will be made by the County Administrator or designee (for a county employee), the County Attorney or designee (for a County Attorney employee), the Chairperson (for another Commissioner's Aide or Board Appointee), or the Vice Chairperson (for the Chairperson's Aide).

**Sec. 2-667. Restrictions on lobbying by former County Commissioners. ~~Lobbying restrictions following vacation of office.~~**

From the effective date of this article until December 31, 2022, no County Commissioner shall lobby the County for a period of two (2) years after vacating ~~following vacation of~~ the office of County Commissioner. Effective December 31, 2022, no County Commissioner shall lobby the County for a period of six (6) years after vacating ~~following vacation of~~ the office of County Commissioner.

**Sec. 2-668. County employee holding elective office.**

1 A county employee who successfully runs for and is elected to an elective public/political  
2 office, or who is appointed to an elective public/political office, shall resign his or her employment  
3 with Leon County prior to taking such elective office.  
4

5 **Sec. 2-669. Non-interference in performance of duties.**  
6

7 (a) Except for the purpose of inquiry and information, no County Commissioner shall  
8 interfere with the performance of the duties of any county employee who is under the direct or indirect  
9 supervision of the County Administrator or County Attorney by giving said employee instructions or  
10 directives. Such action shall constitute malfeasance within the meaning of Article IV, Section 7(a) of  
11 the Florida Constitution.  
12

13 (b) Nothing contained in this section shall prevent a County Commissioner from discussing  
14 any county policy or program with a citizen or referring a citizen complaint or request for information  
15 to the County Administrator or County Attorney.  
16

17 **Sec. 2-670. Non-interference in county real estate transactions.**  
18

19 The following provisions are intended to assure the integrity of the competitive bidding process  
20 is preserved, agreements are negotiated at arms-length and consistently enforced, and that no County  
21 Commissioner utilizes his or her public position or any property within his or her trust, to secure a  
22 special privilege, benefit, or exemption for himself, herself, or others.  
23

24 (a) No County Commissioner shall knowingly communicate with any individual or entity,  
25 or their employees, officers, or agents, involved as a party in any County Real Estate Transaction,  
26 unless the communication is:  
27

- 28 1. Part of the transactional process expressly described in a request for bids or  
29 other such solicitation invitation;  
30
- 31 2. Part of a noticed meeting of the Board of County Commissioners; or  
32
- 33 3. Incidental and does not include any substantive issues involving a County Real  
34 Estate Transaction in which such individual or entity is a party.  
35

36 (b) A County Commissioner who receives a communication in violation of this section shall  
37 place in the record at the next regular meeting of the Board of County Commissioners, the following:  
38

- 39 1. Any and all such written communications;  
40
- 41 2. Memoranda stating the substance of any and all such oral communications; and  
42
- 43 3. Any and all written responses to such communications, and memoranda stating  
44 the substance of any and all oral responses thereto.  
45

1 (c) No County Commissioner shall directly or indirectly compel or constrain, ~~eoere~~ or  
2 attempt to compel or constrain, ~~eoere~~ the County Administrator, the County Attorney, the Property  
3 Manager, or any other county employee, with respect to any County Real Estate Transaction.  
4

5 (d) In accordance with the Real Estate Policy (Board of County Commissioners Policy No.  
6 16-5, as may be amended from time to time) and Leon County Administrative Code (Ch. 2, Article X,  
7 Leon County Code, as may be amended from time to time), the County Administrator or designee shall  
8 be responsible for the management of any county-owned property, including the enforcement and  
9 termination of lease and license agreements. Except for the purpose of inquiry, County Commissioners  
10 shall not communicate directly or indirectly, give directions, or otherwise interfere with these property  
11 management responsibilities.  
12

13 (e) Any communication outside a noticed meeting of the Board of County Commissioners  
14 between a County Commissioner, or his or her aide, and the County Administrator, the County  
15 Attorney, the Property Manager, and/or any county employee, which communication involves a  
16 substantive issue in a County Real Estate Transaction, shall be summarized in writing (Communication  
17 Summary) no later than three (3) working days after the communication, as follows:  
18

- 19 1. The template provided on the county intranet is the preferred format for the  
20 Communication Summary. Other forms of effective written communication,  
21 such as e-mail, are acceptable.  
22
- 23 2. The Communication Summary shall include, at a minimum, the name of the  
24 persons involved in the communication, the date of the communication, the  
25 subject matter of the communication, and the way in which the communication  
26 was ended. The Communication Summary may also include the remarks of the  
27 persons involved.  
28
- 29 3. The completed Communication Summary shall be provided to the Chairperson  
30 of the Board of County Commissioners, unless the communication involved the  
31 Chairperson in which case it shall be provided to the Vice-Chairperson. A copy  
32 of the Communication Summary shall also be provided to the County  
33 Administrator and County Attorney.  
34

35 **Sec. 2-671. Prohibited communication in competitive solicitations.**  
36

37 (a) *Prohibition.* Any form of communication, except for written correspondence, shall be  
38 prohibited concerning a request for proposal, request for qualification, request for bids, or any other  
39 competitive solicitation between:  
40

- 41 1. Any person or person's representative seeking an award from such competitive  
42 solicitation; and  
43
- 44 2. Any County Commissioner or county employee authorized to act on behalf of  
45 the Board of County Commissioners to award a contract.  
46

1 For the purpose of this section, a person's representative shall include, but not be limited to, the  
2 person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential  
3 subcontractor or consultant of the person.

4  
5 (b) *Exemptions.*

- 6  
7 1. The provisions of this section shall not apply to oral communications at any  
8 public proceeding, including pre-bid conferences, oral presentations before  
9 selection committees, contract negotiations during any public meetings,  
10 presentations made to the Board of County Commissioners, and protest  
11 hearings.  
12  
13 2. The provisions of this section shall not apply to contract negotiations between  
14 any county employee and the intended awardee, any dispute resolution process  
15 following the filing of a protest between the person filing the protest and any  
16 county employee, or any written correspondence with any County  
17 Commissioner, county employee, member of an advisory body, or selection  
18 committee member, unless specifically prohibited by the applicable competitive  
19 solicitation process.  
20

21 (c) *Effective date of prohibition.* The provisions of this section shall be in effect as of the  
22 date of the deadline to submit the proposal, bid, or other response to a competitive solicitation.  
23

24 (d) *Termination of prohibition.* The provisions of this section shall terminate at the time  
25 the Board of County Commissioners, or county employee authorized to act on behalf of the Board,  
26 awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the  
27 competitive solicitation process.  
28

29 **Sec. 2-672. Voting conflicts.**

30  
31 (a) "Relative," for purposes of this section only, with respect to a County Commissioner or  
32 a member of an advisory body, means an individual who is related to the County Commissioner or  
33 member of an advisory body as father, mother, son, daughter, husband, wife, brother, sister, father-in-  
34 law, mother-in-law, son-in-law, or daughter-in-law.  
35

36 (b) *County Commissioners.* No County Commissioner shall vote in an official capacity  
37 upon any measure which would inure to his or her special private gain or loss; which he or she knows  
38 would inure to the special private gain or loss of any principal by whom he or she is retained or  
39 employed, or to the parent organization or subsidiary of a corporate principal by which he or she is  
40 retained or employed, other than an agency as defined in F.S. § 112.312(2); or which he or she knows  
41 would inure to the special private gain or loss of a relative or business associate of the County  
42 Commissioner.  
43

44 Such County Commissioner shall, prior to the vote being taken, publicly state to the assembly  
45 the nature of the interest in the matter from which he or she is abstaining from voting and, within fifteen  
46 (15) days after the vote occurs, disclose the nature of his or her interest as a public record in a



1 memorandum filed with the person responsible for recording the minutes of the meeting, who shall  
2 incorporate the memorandum in the minutes.  
3

4 (c) *Members of advisory body.* No member of an advisory body shall vote in an official  
5 capacity upon any measure which would inure to the member's special private gain or loss; which the  
6 member knows would inure to the special private gain or loss of any principal by whom he or she is  
7 retained or employed, or to the parent organization or subsidiary of a corporate principal by which he  
8 or she is retained or employed; or which he or she knows would inure to the special private gain or loss  
9 of a relative or business associate of the member of an advisory body.  
10

11 Such member of an advisory body shall, prior to the vote being taken, publicly state to the  
12 assembly the nature of the interest in the matter from which he or she is abstaining from voting and,  
13 within fifteen (15) days after the vote occurs, disclose the nature of his or her interest as a public record  
14 in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall  
15 incorporate the memorandum in the minutes.  
16

17 (d) *Appointment or reappointment.* Whenever a County Commissioner or member of an  
18 advisory body, or former County Commissioner or advisory body member, is being considered for  
19 appointment or reappointment to an advisory body, the appointing body shall take into consideration  
20 the number and nature of the conflicts of interest previously filed under this section by said County  
21 Commissioner or member of an advisory body.  
22

## 23 **Sec. 2-673. Doing business with the County.**

24

### 25 (a) *Prohibition.*

26

- 27 1. No county employee acting in his or her official capacity as a purchasing agent,  
28 or County Commissioner or member of an advisory body acting in his or her  
29 official capacity, shall either directly or indirectly purchase, rent, or lease any  
30 realty, goods, or services for the County from any business entity of which the  
31 County Commissioner, member of an advisory body, or county employee has a  
32 material interest.  
33
- 34 2. No county employee acting in his or her official capacity as a purchasing agent,  
35 or County Commissioner or member of an advisory body acting in his or her  
36 official capacity, shall either directly or indirectly purchase, rent, or lease any  
37 realty, goods, or services for the County from any business entity of which the  
38 spouse or child of the County Commissioner, member of an advisory body, or  
39 county employee is an officer, partner, director, or proprietor and has a material  
40 interest.  
41
- 42 3. No County Commissioner, member of an advisory body, or county employee,  
43 acting in a private capacity, shall rent, lease, or sell any realty, goods, or services  
44 to the County.  
45

(b) *Waiver for members of advisory body.* The requirements of this section, as they pertain to persons serving on an advisory body, may be waived in a particular instance by the body which appointed the person to the advisory body, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver, and an affirmative vote in favor of the waiver by two-thirds vote of the appointing body. In instances in which appointment to the advisory body is made by an individual, waiver may be effected after a public hearing by determination by the appointing entity and full disclosure of the transaction or relationship by the appointee to the appointing entity.

(c) *Exemptions.*

1. This section shall not affect or be construed to prohibit contracts entered into prior to:
  - (i) Qualification for the elective office of County Commissioner.
  - (ii) Appointment to an advisory body.
  - (iii) Beginning county employment.
2. Additional exemptions to the requirements of this section are provided in section 2-675 of this division.

**Sec. 2-674. Conflict of interest in employment or contractual relationship.**

(a) *Prohibition.* No County Commissioner, member of an advisory body, or county employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, the County, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or other political subdivision of the state; nor shall a County Commissioner, member of an advisory body, or county employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict of interest between his or her private interests and the performance of his or her public duties, or that would impede the full and faithful discharge of his or her public duties.

(b) *Waiver for members of advisory body.* The requirements of this section, as they pertain to persons serving on an advisory body, may be waived in a particular instance by the body which appointed the person to the advisory body, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver, and an affirmative vote in favor of the waiver by two-thirds vote of the appointing body. In instances in which appointment to the advisory body is made by an individual, waiver may be effected after a public hearing by determination by the appointing entity and full disclosure of the transaction or relationship by the appointee to the appointing entity.

(c) *Exemptions.*

1. If the Board of County Commissioners exercises regulatory power over a business entity residing in another agency, or when the regulatory power which

the Board exercises over the business entity or agency is strictly through the enactment of laws or ordinances, then employment or a contractual relationship with such business entity by a County Commissioner, member of an advisory body, or county employee shall not be prohibited by this section or be deemed a conflict of interest.

2. This section shall not prohibit a County Commissioner, member of an advisory body, or county employee from practicing in a profession or occupation when such practice is required or permitted by law or ordinance.
3. Additional exemptions to the requirements of this section are provided in section 2-675 of this division.

**Sec. 2-675. Additional exemptions.**

The following are additional exemptions to the provisions of this division.

(a) *Matters affecting compensation.*

1. No County Commissioner shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a County Commissioner, as provided by law.
2. The County Administrator shall not be prevented from considering any matter affecting his or her salary, expenses, or other compensation as the county administrator, as provided by law.
3. The County Attorney shall not be prevented from considering any matter affecting his or her salary, expenses, or other compensation as the local government attorney, as provided by law.

(b) *Bank affiliation.* The fact that a County Commissioner, member of an advisory body, or county employee is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a depository of funds coming under the jurisdiction of the County, provided it appears in the record that the Board of County Commissioners has determined that such County Commissioner, member of an advisory body, or county employee has not favored such bank over other qualified banks.

(c) *Exemption for certain business transactions.* No County Commissioner, member of an advisory body, or county employee shall be held in violation of Code of Ethics s. 2-673, "Doing Business with the County," or s. 2-674, "Conflict of Interest in Employment or Contractual Relationship," if:

1. The business is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods or services within the County.

- 1                   2.       The business is awarded under a system of sealed, competitive bidding to the  
2                   lowest or best bidder, and:  
3  
4                   (i)       The County Commissioner, member of an advisory body, or county  
5                   employee, or spouse or child of the County Commissioner, member of  
6                   an advisory body, or county employee, has in no way participated in the  
7                   determination of the bid specifications or the determination of the lowest  
8                   or best bidder.  
9  
10                  (ii)       The County Commissioner, member of an advisory body, or county  
11                  employee, or spouse or child of the County Commissioner, member of  
12                  an advisory body, or county employee, has in no way used or attempted  
13                  to influence or persuade the County or any personnel thereof to enter  
14                  such a contract other than by the mere submission of the bid.  
15  
16                  (iii)       The County Commissioner or member of an advisory body, prior to or  
17                  at the time of the submission of the bid, has filed a disclosure statement  
18                  with the County.  
19  
20                  3.       The purchase or sale is for legal advertising in a newspaper, for any utilities  
21                  service, or for passage on a common carrier.  
22  
23                  4.       An emergency purchase or contract, which would otherwise violate Code of  
24                  Ethics s. 2-673 or s. 2-674, must be made in order to protect the health, safety,  
25                  or welfare of the citizens of the state or any political subdivision thereof.  
26  
27                  5.       The business entity involved is the only source of supply within the County and  
28                  there is full disclosure by the County Commissioner or member of an advisory  
29                  body of his or her interest in the business entity to the Board of County  
30                  Commissioners prior to the purchase, rental, sale, leasing, or other business  
31                  being transacted.  
32  
33                  6.       The total amount of the transactions in the aggregate between the business entity  
34                  and the County does not exceed \$250 ~~\$500~~ per calendar year.  
35  
36                  7.       The County Commissioner, member of an advisory body, or county employee  
37                  purchases in a private capacity goods or services, at a price and upon terms  
38                  available to similarly situated members of the general public, from a business  
39                  entity which is doing business with the County.  
40  
41                  8.       The County Commissioner, member of an advisory body, or county employee  
42                  in a private capacity purchases goods or services from a business entity which  
43                  is subject to the regulation of the County and:  
44  
45                          (i)       The price and terms of the transaction are available to similarly  
46                          situated members of the general public; and

- (ii) The County Commissioner, member of an advisory body, or county employee makes full disclosure of the relationship to the Board of County Commissioners prior to the transaction.

(d) *Exemption for tax-exempt organization.* No County Commissioner, member of an advisory body, or county employee shall be held in violation of Code of Ethics s. 2-673, "Doing Business with the County," or s. 2-674, "Conflict of Interest in Employment or Contractual Relationship," if the County Commissioner, member of an advisory body, or county employee maintains an employment relationship with an entity which is currently a tax-exempt organization under s. 501(c) of the Internal Revenue Code and which contracts with or otherwise enters into a business relationship with the County, and:

1. The County Commissioner, member of an advisory body, or county employee is not directly or indirectly compensated as a result of such contract or business relationship;
2. The County Commissioner, member of an advisory body, or county employee has in no way participated in the county's decision to contract or to enter into the business relationship with his or her employer, whether by participating in discussion at the meeting, by communicating with a County Commissioner, member of an advisory body, or county employee, or otherwise; and
3. The County Commissioner or member of an advisory body abstains from voting on any matter which may come before the Board of County Commissioners involving the officer's employer, publicly states to the assembly the nature of the County Commissioner or member of an advisory body's interest in the matter from which he or she is abstaining, and files a written memorandum as provided in F.S. § 112.3143.

### **DIVISION 3. LOBBYIST REGULATIONS**

#### **Sec. 2-680. Registration of lobbyists.**

(a) All lobbyists shall register with the clerk of the Board of County Commissioners on an annual basis, including payment of a non-refundable \$25.00 fee for each principal so represented, prior to engaging in any lobbying. Registration shall be updated annually to add or withdraw principals, and at least each time a lobbyist commences lobbying on behalf of any new principal.

(b) Each lobbyist shall be required to register on forms prepared by the clerk of the Board of County Commissioners. The lobbyist shall state under oath his or her name, business address, the name and business address of each principal represented, that the principal has actually retained the lobbyist, the general and specific areas of legislative interest, and the nature and extent of any direct business association or partnership with any current County Commissioner, county employee, or person serving on an advisory body. Each lobbying firm may register in the name of such firm, corporation or legal entity, provided the registration and the payment of the lobbyist fees shall be for each of the persons who engage in lobbying as defined in this article.

(c) Failure to register, or providing false information in the lobbyist registration form, shall constitute a violation of this article.

**Sec. 2-681. Exemptions.**

The following persons are not lobbyists as defined in this article and shall not be required to register as lobbyists or to keep records as lobbyists:

- (1) Leon County employees discussing government business;
- (2) Law enforcement personnel conducting an investigation;
- (3) A ~~P~~persons who communicates with County Commissioners or county employees in an individual capacity for the purpose of self-representation, or on behalf of a family member, or who volunteers, without compensation or reimbursement;
- (4) Consultants under contract with Leon County who communicate with County Commissioners or county employees regarding issues related to the scope of services in their contract;
- (5) Any government officials or employees who are acting in their official capacity or in the normal course of their duties, unless they are submitting a bid or proposal in a competitive procurement, or are government employees principally employed for, or whose substantial duties pertain to, governmental affairs lobbying;
- (6) Persons who make purely factual informational requests to a County Commissioner, member of an advisory body, or county employee with no intent to affect a decision or recommendation on any item; and
- (7) Persons or representatives of organizations contacted by a County Commissioner, member of an advisory body, or county employee when the contact is initiated by that County Commissioner, member of an advisory body, or county employee in his or her official capacity in the normal course of his or her duties to obtain factual information only.

**Sec. 2-682. Validity of action.**

The validity of any decision, action, or determination made by the Board of County Commissioners, advisory body, or county employee shall not be affected by the failure of any person to comply with the provisions of this division.

**Sec. 2-683. Quarterly compensation report.**

Each lobbying firm shall file a compensation report, signed under oath, with the clerk of the Board of County Commissioners for each calendar quarter during any portion of which such a lobbyist or lobbyist firm was registered under this division to represent a principal (hereinafter "reporting period").

(1) Each lobbying firm shall file a quarterly compensation report with the clerk of the Board of County Commissioners for each calendar quarter during any portion of which the lobbyist or one or more of the firm's lobbyists were registered to represent a principal. The report shall include the:

- a. Full name, business address, and telephone number of the lobbying firm;
- b. Name of each of the firm's lobbyists; and
- c. Total compensation provided or owed to the lobbying firm from all principals for the reporting period, reported in one of the following categories: \$0.00; \$1.00 to \$49,999.00; \$50,000.00 to \$99,999.00; \$100,000.00 to \$249,999.00; \$250,000.00 to \$499,999.00; \$500,000.00 to \$999,999.00; \$1 million or more.

(2) For each principal represented by one or more of the firm's lobbyists, the quarterly compensation report shall also include the:

- a. Full name, business address, and telephone number of the principal; and
- b. Total compensation provided or owed to the lobbying firm for the reporting period from such principal, reported in one of the following categories: \$0.00; \$1.00 to \$9,999.00; \$10,000.00 to \$19,999.00; \$20,000.00 to \$29,999.00; \$30,000.00 to \$39,999.00; \$40,000.00 to \$49,999.00; or \$50,000.00 or more. If the category "\$50,000 or more" is selected, the specific dollar amount of compensation must be reported, rounded up or down to the nearest \$1,000.00.

(3) The quarterly compensation reports shall be filed no later than 30 days after the end of each reporting period. The four reporting periods are from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31, respectively. The quarterly compensation reports shall be filed in the form provided by the clerk of the Board of County Commissioners, and the quarterly reporting shall commence on January 1 of each year.

#### **Sec. 2-684. Maintaining registrations and compensation reports.**

The clerk of the Board of County Commissioners shall accept and maintain the lobbyist registrations and quarterly compensation reports, which shall be open for public inspection.

#### **Section 2. Conflicts.**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

#### **Section 3. Severability.**



If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 4. Effective Date.**

This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

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

By: \_\_\_\_\_

APPROVED AS TO FORM:  
Leon County Attorney's Office

By: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

F96-00031

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #3**

# Leon County Board of County Commissioners

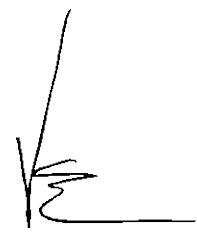
## Agenda Item #3

October 15, 2019

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

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

**Title:** Payment of Bills and Vouchers



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

### **Statement of Issue:**

This agenda item requests Board approval of the payment of bills and vouchers submitted October 15, 2019 and pre-approval of payment of bills and vouchers for the period of October 16, 2019 through October 28, 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 October 15, 2019 and preapprove the payment of bills and vouchers for the period of October 16, 2019 through October 28, 2019.

## **Report and Discussion**

### **Background:**

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the October 15<sup>th</sup> meeting, the morning of Monday, October 14, 2019. 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 October 29, 2019, it is advisable for the Board to preapprove payment of the County's bills for October 16, 2019 through October 28, 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 October 15, 2019 and preapprove the payment of bills and vouchers for the period of October 16, 2019 through October 28, 2019.
2. Do not approve the payment of bills and vouchers submitted for October 15, 2019, and do not preapprove the payment of bills and vouchers for the period of October 16, 2019 through October 28, 2019.
3. Board direction.

### **Recommendation:**

Option #1

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #4**

# Leon County Board of County Commissioners

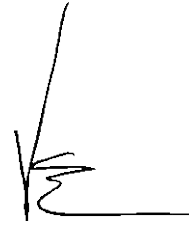
## Agenda Item #4

October 15, 2019

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

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

**Title:** Proposed Public Notice 2020 Tentative Meeting Schedule and Proposed 2020 Board Travel Schedule



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

### **Statement of Issue:**

This agenda item seeks approval of the proposed 2020 Board Tentative Meeting Schedule and 2020 Travel schedule, including the authorization of Commissioners' travel to the scheduled events.

### **Fiscal Impact:**

This item has no fiscal impact

### **Staff Recommendation:**

- Option #1: Adopt the proposed Leon County Board of County Commissioners' Public Notice 2020 Tentative Meeting Schedule (Attachment #1).
- Option #2: Approve the proposed Board of County Commissioners' 2020 Travel Schedule (Table #1) and authorize Commissioners' travel to the scheduled events.

## **Report and Discussion**

### **Background:**

Annually, the Board makes available a tentative schedule of all workshops, meetings, and public hearings for the entire calendar year including a list of conferences, education and training sessions, and events that the Commissioners may attend. The Public Notice of Tentative Meeting Schedule also includes, in its outline, a list of conferences, education and training sessions, and events that the Commissioners may attend. The schedule is updated as part of each agenda for the regularly scheduled Board meetings.

In recent years, the Board has approved an annual Travel Schedule to authorize travel made by members of the Board to each of the listed events (Table #1). The purpose of this action is to expedite the approval of routine Commissioner travel requests for events that are normally attended by Commissioners each year, based upon the Commissioner's available travel budget. In accordance with the Board's "Travel" Policy No. 09-1:

### **Elected Officials**

*Travel of individual County Commissioners and their aides shall be approved in advance, whenever possible, by the Board of County Commissioners via an agenda item at a regularly scheduled Board meeting where the Board adopts the Commissioners' "Travel Schedule."*

### **Analysis:**

Board Policy No. 18-2, "Meeting Dates for Board of County Commissioners", states that the Board annually adopts a meeting calendar that will generally schedule regular commission meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, excluding holidays or other conflicts as determined by the Board (Attachment #2). If there is not sufficient or timely business to come before the Board for any previously scheduled meeting, the County Administrator may recommend for the Chairman to cancel or reschedule a meeting.

In drafting the proposed Public Notice of 2020 Tentative Board Meeting Schedule (Attachment #1), staff reviewed and considered the following:

- 2020 generally observed holidays (Attachment #3)
- 2019-2020 Leon County Schools calendar (Attachment #4)
- Florida Association of Counties (FAC) 2020 conference schedule (Attachment #5)
- FAC County Commissioner Education Programs (Attachment #6)
- National Association of Counties (NACo) 2020 conference schedule (Attachment #7)
- International City/County Management Association (ICMA) 2020 Annual Conference schedule (Attachment #8)
- Greater Tallahassee Chamber of Commerce Annual Conference scheduled for August 14-16, 2020 (Attachment #9)
- The Board's December 2019 Retreat was rescheduled to January 27, 2020 as approved by the Board at the January 22, 2019 meeting



Included, as part of the 2020 Tentative Meeting Schedule, are:

- Leon County's 2020 Holiday Schedule (Attachment #10);
- Planning Department tentative dates, times, and location for the 2020 Cycle Comprehensive Plan Amendments workshop and hearings (Attachment #11);
- Blueprint Intergovernmental Agency (IA) 2020 meeting schedule (Attachment #12); and
- Capital Region Transportation Planning Agency (CRTPA) 2020 tentative meeting schedule (Attachment #13).

Based on review of the listed 2020 calendars/schedules, the following is a proposed tentative 2020 Board meeting and workshop schedule:

- January 2020 – Board Retreat January 27 and Regular meeting on January 28.
- February 2020 – Regular meetings on February 11 and February 25. The Joint County/City Workshop on the Comprehensive Plan Amendments on February 25.
- March 2020 – Regular meeting on March 10. The Leon County Schools' Spring Break is March 16-23. Since the fourth Tuesday is March 24, it is recommended that the March 24 meeting be cancelled.
- April 2020 – Regular meetings on April 14 and April 28. The Comprehensive Plan Joint County/City Transmittal Hearing on April 14 and the Budget Policy Workshop on April 28.
- May 2020 – Regular meetings on May 12 and 26. The Comprehensive Plan Amendments Joint County/City Adoption Hearing on May 26.
- June 2020 – Regular meeting and Budget Workshop on June 16. On June 1, the proposed property values are provided to the Office of Financial Stewardship. In order to allow time to prepare for the Budget Workshop and considering that the FAC Annual Conference starts on June 9, it is recommended that the June 9 meeting be moved to June 16 and the June 23 meeting be cancelled.
- July 2020 – Regular meeting on July 14. Budget Workshop, if necessary, on July 14.
- September 2020 – Regular meetings and Budget Adoption Public Hearings on September 8 and 22. Florida Statutes guide regular Board meeting dates for the County's budget adoption public hearings. The School Board's budget public hearings have not been set for September 2020. If the School Board's budget final adoption hearing date conflicts with the County's calendar, staff will bring back recommendations for rescheduling its regular and budget adoption hearings meetings for alternate dates.
- October 2020 - Regular meeting on October 13 and 27.
- November 2020 – Board reorganization and regular meeting on November 17. The 2020 General Election will be held on Tuesday, November 3. Pursuant to State Statutes the Board's November 2020 installation of newly-elected officials must commence the second Tuesday following the general election, which is Tuesday, November 17, 2020.
- December 2020 – Regular meeting on December 8.

The proposed Public Notice of 2020 Tentative Board Meeting Schedule includes in its outline, a list of conferences, education and training sessions, and events as indicated in Table #1 and included as the Board's Travel Schedule.

*Table #1. 2020 Leon County Board of County Commissioners' Travel Schedule*

<b>Date (2020)</b>	<b>Conference</b>	<b>Location</b>
<b>January 9-10</b> <i>Thurs. &amp; Fri.</i>	FAC Advanced County Commissioner Workshop (Seminar 2 of 3)	Gainesville, FL
<b>Feb 29 – March 4</b> <i>Sat. – Wed.</i>	NACo Legislative Conference	Washington D.C.
<b>April 16-17</b> <i>Thurs. &amp; Fri.</i>	FAC Advanced County Commissioner Workshop (Seminar 3 of 3)	Gainesville, FL
<b>June 9-12</b> <i>Tues. – Fri.</i>	FAC Annual Conference and Educational Exposition	Orlando, FL
<b>July 17-20</b> <i>Fri. – Mon.</i>	NACo Annual Conference	Orlando, FL
<b>August 5-8</b> <i>Wed. – Sat.</i>	National Urban League Annual Conference	Houston, TX
<b>August 14-16</b> <i>Fri. – Sun.</i>	Greater Tallahassee Chamber of Commerce Annual Conference	Fernandina Beach, FL
<b>September 9-10</b> <i>Wed. – Thurs.</i>	FAC Innovation & Policy Conference	Palm Beach Gardens, FL
<b>September</b> <b><i>TBD</i></b>	Congressional Black Caucus Annual Legislative Conference <i>(typically held mid-September)</i>	Washington, D.C.
<b>September 23-26</b> <i>Wed. – Sat.</i>	ICMA Annual Conference	Toronto
<b>Dec. 2-4</b> <i>Wed. – Fri.</i>	FAC Legislative Conference	Jacksonville, FL

*All Florida Association of Counties (FAC)-related events and National Association of Counties (NACo)-related events that Commissioners may want to attend, not listed on the Schedule, will be considered pre-approved for travel.*

If adopted, the 2020 Tentative Meeting schedule will be included in each Board meeting agenda and also posted on the Board's Calendar available on the County website.

**Options:**

1. Adopt the proposed Leon County Board of County Commissioners' Public Notice 2020 Tentative Meeting Schedule (Attachment #1).
2. Approve the proposed Board of County Commissioners' 2020 Travel Schedule (Table #1) and authorize Commissioners' travel to the scheduled events.
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. 2020 Proposed Meeting Calendar
2. Policy No. 18-2
3. 2020 observed holiday
4. 2019-2020 Leon County School calendar
5. FAC 2020 Conference schedule
6. FAC County Commissioner Education Program
7. NACo 2020 Conference schedule
8. ICMA 2020 Conference schedule
9. Greater Tallahassee Chamber of Commerce Annual Conference schedule
10. Leon County 2020 Holiday schedule
11. Comprehensive Plan Amendments workshops & public hearings schedule for 2020
12. Blueprint Intergovernmental Agency meeting schedule for 2020
13. Capital Region Transportation Planning Agency 2020 meeting schedule

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2020 Tentative Meeting Schedule

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Meeting</b>
January 27	Monday	9:00 a.m.	Board Retreat
January 28	Tuesday	3:00 p.m.	Regular Board Meeting
February 11	Tuesday	3:00 p.m.	Regular Board Meeting
February 25	Tuesday	1:00 p.m.	Joint Workshop Comprehensive Plan Amendments
February 25	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
April 14	Tuesday	6:00 p.m.	Transmittal Hearing on 2020 Cycle Comprehensive Plan Amendments
April 28	Tuesday	9:00 a.m.	Budget Policy Workshop
April 28	Tuesday	3:00 p.m.	Regular Board Meeting
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
May 26	Tuesday	3:00 p.m.	Regular Board Meeting
May 26	Tuesday	6:00 p.m.	Adoption Hearing on 2020 Cycle Comprehensive Plan Amendments
June 16	Tuesday	9:00 a.m.	Budget Workshop
June 16	Tuesday	3:00 p.m.	Regular Board Meeting
July 14	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
September 8	Tuesday	3:00 p.m.	Regular Board Meeting
September 8	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 22	Tuesday	3:00 p.m.	Regular Board Meeting
September 22	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 27	Tuesday	3:00 p.m.	Regular Board Meeting
November 17	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2020 Tentative Meeting Schedule

Month	Day	Time	Meeting Type
<b>January 2020</b>	<b>Wednesday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<i>Thursday 9 &amp; Friday 10</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	<b>Tuesday 14</b>	<b>No meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 20</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	9:00 a.m.	Board Retreat TBD
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Wednesday 29</i>	<i>7:30 a.m.</i>	<i>FAC Legislative Day Tallahassee, FL</i>
	Thursday 30	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
<b>February 2020</b>	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Friday 14	9:00 – 10:30 a.m.	Community Legislative Dialogue Meeting
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 25	1:00 p.m.	Joint City/County Workshop on the 2020 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Saturday 29 – Wednesday 4</i>		<i>NACO Legislative Conference Washington, D.C.</i>
<b>March 2020</b>	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Thursday 12	1:00 p.m.	Blueprint Economic Development Strategic Plan Workshop
		3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
<b>April 2020</b>	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2020 Comprehensive Plan Amendments
	<i>Thursday 16 &amp; Friday 17</i>	<i>Seminar 3 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 28	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>May 2020</b>	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 21	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop

Month	Day	Time	Meeting Type
May 2020 (cont.)	Thursday 21	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	<b>Monday 25</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments
June 2020	<i>Tuesday 9 - Friday 12</i>		<i>FAC Annual Conference &amp; Educational Exposition Orange County; Orlando, FL</i>
	Monday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 16	9:00 a.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
July 2020	<b>Friday 3</b>	<b>Offices Closed</b>	<b>INDEPENDENCE DAY observed</b>
	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 14	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	<i>Friday 17 - Monday 20</i>		<i>NACo Annual Conference Orange County; Orlando, FL</i>
	<b>Tuesday 28</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
August 2020	<i>Wednesday 5 – Saturday 8</i>		<i>National Urban League Annual Conference Houston, TX</i>
	<i>Friday 14 - Sunday 16</i>		<i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i>
September 2020	<b>Monday 7</b>	<b>Offices Closed</b>	<b>LABOR DAY</b>
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	<i>Wednesday 9 - Thursday 10</i>		<i>FAC Innovation &amp; Policy Conference Palm Beach County; Palm Beach Gardens, FL</i>
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 17	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 22	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
	<i>Wednesday 23 – Saturday 26</i>		<i>ICMA Annual Conference Toronto</i>
	<i>Wednesday – Sunday TBD</i>	<i>typically mid- September</i>	<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
<i>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</i>			
October 2020	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 20	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Meeting Type</b>
<b>November 2020</b>	<b>Wednesday 11</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Monday 16	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b>Thursday 26</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 27</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2020</b>	<i>Wednesday 2 - Friday 4</i>		<i>FAC Legislative Conference Duval County; Jacksonville, FL</i>
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Thursday 10	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Friday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY</b>
<b>January 2021</b>	<b>Friday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<b>Tuesday 12</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>

## Board of County Commissioners Leon County, Florida

### Policy No. 18-2

Title: Meeting Dates for Board of County Commissioners

Date Adopted October 23, 2018

Effective Date October 23, 2018

Reference N/A

Policy Superseded: **Policy No. 69-2**, "Meeting Dates for Board of County Commissioners," adopted 3/11/69; **Policy No. 93-12**, "Meeting Dates for Board of County Commissioners," adopted 1/12/93; **Policy No. 03-09**, "Meeting Dates for Board of County Commissioners," adopted May 27, 2003, revised January 25, 2005; revised November 18, 2008; revised March 26, 2009

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 03-9, "Meeting Dates for Board of County Commissioners" revised March 26, 2009 is hereby repealed and superseded, and a new policy hereby adopted, to wit:

The Board shall annually adopt a meeting calendar that will generally schedule regular commission meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, excluding holidays or other conflicts as determined by the Board. If there is not sufficient or timely business to come before the Board for any previously scheduled meeting, the County Administrator may recommend for the Chairman to cancel or reschedule a meeting.

Certain other meetings of the Board of County Commissioners may occur from time to time, which shall be noticed in advance pursuant to Section 286.011, Florida Statutes.



# 2020

## Holidays & Observances

### January

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### March

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>Jan 01</b>	New Year's Day
<b>Jan 20</b>	Martin Luther King Day
<b>Jan 25</b>	Chinese New Year
<b>Feb 12</b>	Lincoln's Birthday
<b>Feb 14</b>	Valentine's Day
<b>Feb 17</b>	President's Day
<b>Feb 26</b>	Ash Wednesday
<b>Mar 08</b>	Daylight Saving (begin)
<b>Mar 17</b>	St. Patrick's Day
<b>Mar 20</b>	Vernal equinox (GMT)
<b>Apr 01</b>	April Fool's Day
<b>Apr 09</b>	Passover
<b>Apr 12</b>	Easter
<b>Apr 22</b>	Admin Assistants Day
<b>Apr 24</b>	Ramadan begins
<b>May 10</b>	Mother's Day
<b>May 25</b>	Memorial Day
<b>May 31</b>	Pentecost
<b>Jun 14</b>	Flag Day
<b>Jun 20</b>	June Solstice (GMT)
<b>Jun 21</b>	Father's Day
<b>Jul 04</b>	Independence Day
<b>Sep 07</b>	Labor Day
<b>Sep 19</b>	Rosh Hashanah
<b>Sep 22</b>	Autumnal equinox (GMT)
<b>Oct 12</b>	Columbus Day
<b>Oct 31</b>	Halloween
<b>Nov 01</b>	Daylight Saving (end)
<b>Nov 11</b>	Veterans Day
<b>Nov 26</b>	Thanksgiving
<b>Dec 10</b>	Hanukkah begins
<b>Dec 21</b>	December Solstice (GMT)
<b>Dec 25</b>	Christmas Day
<b>Dec 26</b>	Kwanzaa begins
<b>Dec 31</b>	New Year's Eve

## LCS 2019-2020 REGULAR CALENDAR

2019 – August	5	Teachers Report
	5 - 9	Teacher Planning/Inservice Days
	12	Students Report
September	2	Labor Day Holiday (Districtwide)
	30	Fall Holiday (Districtwide)
October	11	End of First Nine Weeks
	14	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	25 – 27	Thanksgiving Holidays (Students & Teachers Out)
	28, 29	Thanksgiving Holidays (Districtwide)
December	18, 19	Middle & High School Exam Days/Elementary, Middle & High Full Days
	20	Middle & High School Exam Day/Elementary, Middle & High Half Day
	20	End of Second Nine Weeks
	23 - 31	Winter Holidays (Districtwide)
2020 - January	1 - 3	Winter Holidays (Districtwide)
	6	District Staff & Teachers Return
	6	Teacher Planning/Inservice Day (Students Out)
	7	Students Return
	20	Martin Luther King Holiday (Districtwide)
February	17	Presidents Day Holiday (Districtwide)
March	13	End of Third Nine Weeks
	16 - 20	Spring Break (Students & Teachers Out)
	23	Teacher Planning/Inservice Day (Students Out)
	24	Students Return
April	10	Spring Holiday
May	25	Memorial Day Holiday (Districtwide)
	27, 28, 29	Middle & High School Exam Days/Elementary, Middle & High Early Release
	29	Last Day of School/End of Fourth Nine Weeks
June	1, 2	Teacher Planning/Inservice Days
	1	Four-Day Workweek Begins
	TBD	Summer Reading Academy & ESE Summer Services Training
	TBD	Summer Reading Academy & ESE Summer Services Planning
	TBD	First day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
July	TBD	SRA and ESE Holiday Break
	2	Fourth of July Holidays (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	30	Last Day of Four-Day Workweek

**APPROVED 2/12/19**



# 2019-20 Calendar of Events

## **2019 Legislative Conference**

November 20 – 22, 2019

Fort Lauderdale Marriott, Broward County

## **2020 Legislative Day**

January 29, 2020

Challenger Learning Center, Leon County

## **2020 Annual Conference & Educational Exposition**

June 9-12, 2020

Hyatt Regency Orlando, Orange County

## **2020 Innovation & Policy Conference**

September 9-10, 2020

PGA National Resort, Palm Beach County

## **2020 Legislative Conference**

December 2-4, 2020

Hyatt Regency Jacksonville, Duval County



## 2020 NACo Calendar of Events

### **NACo Legislative Conference**

February 29 – March 4

Washington Hilton, Washington, D.C.

### **NACo Western Interstate Region Conference**

May 13 – 15

Mariposa County, California

### **NACo Annual Conference**

July 17 – 20

Orange County/Orlando, Florida



# ACC COURSES



**ATTENTION ALL CCC GRADUATES! THE ACC APPLICATION WILL BE AVAILABLE ON AUGUST 15, 2019.**

**Registration for the ACC Program will be available on August 15th at 10:00 AM EDT.**

**To register, login to your portal on August 15 and select the 2019-2020 Advanced County Commissioner Program link under the Events tab. Follow the prompts to apply for a spot in the upcoming program. There are only 30 spots available, so be sure to login and apply as soon as you are able. Before you apply to attend the ACC program, please check your calendars to ensure that you may attend all 3 workshops which are required to graduate from the ACC Program. The dates for the 2019-2020 ACC program sessions will be:**

**OCTOBER 10-11, 2019 - CLASS #1**

**JANUARY 9-10, 2020 - CLASS #2**

**APRIL 16-17, 2020 - CLASS #3**

**In order to apply for the ACC Program, you must be a CCC graduate. The tuition fee for the ACC Program is \$450, which covers the cost of all three sessions as well as the group dinner on Thursday night, breakfast on Friday morning, and lunch on Friday afternoon (AND drinks and snacks while you are with us). Outside of the \$450 registration fee, the only additional expenses will be the cost for the hotel on Thursday night and travel to and from the UF Hilton.**

**We will be offering scholarships for the ACC Program registration fee, these scholarships are limited and will be distributed on a first come, first served basis. We have 3 Small County Scholarships available for counties with populations under 75,000 (limit 1 per county). The earlier you apply for the ACC program and request a scholarship, the more likely you are to get a scholarship!**

**UF/IFAS Extension is once again the sole sponsor of this program which means that all the ACC courses will be held in Alachua County at the UF Hilton. Each class will begin on Thursday afternoon around 12:30 pm and will end on Friday afternoon at 3:00 pm. This allows most commissioners time to travel the morning of the class and avoid the additional fee of another hotel night.**

The ACC program is organized as a series of three seminars, with 27 hours of course work. The course content focuses on leadership and the future of the state of Florida. Courses are different for each series and cannot be repeated. Participating Commissioners must commit to fully participate in all three seminars in order to graduate.

## CLASS CALENDAR - ACC 2019-2020

### October 10-11, 2019 - Class #1

Seminar 1, Hilton University of Florida Conference Center  
Gainesville, FL (Alachua County)

### January 9-10, 2020 - Class #2

Hilton University of Florida Conference Center  
Gainesville, FL (Alachua County)

### April 16-17, 2020 - Class #3

Hilton University of Florida Conference Center  
Gainesville, FL (Alachua County)

## LATEST TWEETS

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[@flcounties](#)

What's your county look like from above? Share your photos with us for a chance to be featured in the 2020 FAC Cale... <https://t.co/u76j7eSzwR>

1 week 4 days ago



[@flcounties](#)

Showcase your county's view from above! Submit your photos for a chance to be included in the 2020 FAC Calendar!... <https://t.co/lesBsERzfK>

2 weeks 4 days ago



# Dates

## LEGISLATIVE CONFERENCE

**FEBRUARY 29 - MARCH 4, 2020**

Washington Hilton  
Washington, DC

**FEBRUARY 20 - FEBRUARY 24, 2021**

Marriott Wardman Park  
Washington, DC

**FEBRUARY 12 - FEBRUARY 16, 2022**

Marriott Wardman Park  
Washington, DC

**FEBRUARY 11 - FEBRUARY 15, 2023**

Marriott Wardman Park  
Washington, DC

## WESTERN INTERSTATE REGION CONFERENCE

**MAY 13 – 15, 2020**

Mariposa County, Calif.

## ANNUAL CONFERENCE

**JULY 17 – 20, 2020**

Orange County/Orlando, Florida

**JULY 16 – 19, 2021**

Travis County/Austin, Texas

## Upcoming Events

**20**  
AUG  
2019

WEBINAR

**SECURING THE  
FUTURE FOR OLDER  
AMERICANS**

Aug. 20, 2019 , 2:00 pm – 3:00 pm

**10**  
SEP  
2019

MEETING

**2019 PILT FLY-IN**

Sep. 10, 2019 – Sep. 12, 2019

**17**  
SEP  
2019

WEBINAR

**EARLY CHILDHOOD  
RURAL PEER LEARNING  
NETWORK**

Sep. 17, 2019 , 2:00 pm – 3:30 pm

**SEE ALL EVENTS >**



[Home / News](#)

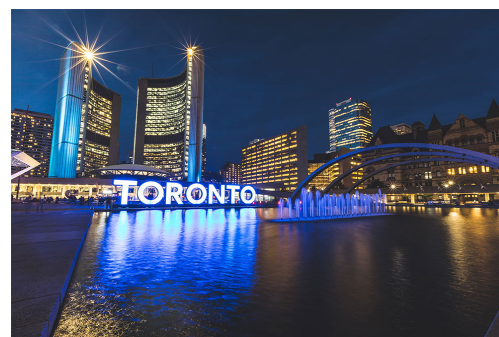
# 2020 ICMA Annual Conference Dates Shift

Mark your calendars for **September 23 to 26, 2020**, in Toronto.

## ARTICLE | Jul 1, 2019

The process of selecting a conference location begins 10 years prior to the event. Last year, one of our members diplomatically pointed out that ICMA had made a grave error—the 2020 ICMA Annual Conference would fall on Yom Kippur, the holiest day of the Jewish year.

“To keep moving forward with the planned dates ran counter to our culture of inclusion,” ICMA President Karen Pinkos said when she was made aware of the error. Additional feedback from members, partners, and other advisors overwhelmingly concurred and Jeremy Figoten, ICMA conference and events director, began the work of renegotiating contracts. “The end result is that we have been able to move the dates for the 2020 ICMA Annual Conference in Toronto with minimal financial impact,” he said.



The Toronto Convention Center and the hotels were able to accommodate the option of moving the conference five days earlier, shifting the dates from Sunday, September 27 – Wednesday, September 30, 2020, to Wednesday, September 23 – Saturday, September 26, 2020. Yom Kippur begins at sundown on Sunday, September 27, and ends at sundown on Monday, September 28. [Future conferences](#) have been conflict checked through 2026.

As you begin your 2020 ICMA Annual Conference planning and preparation, don't miss your opportunity to join us at the [2019 ICMA Annual Conference](#) in Nashville, Tennessee, October 20-23, 2019.

**From:** [Dana Noles](#)  
**To:** [Mary Smach](#)  
**Cc:** [Stephanie Holloway](#)  
**Subject:** RE: 2020 Chamber Conference  
**Date:** Thursday, August 1, 2019 3:50:09 PM  
**Attachments:** [image001.png](#)

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The official dates are August 14-16 – we have contracts signed through 2022

**Dana Noles**  
*Vice President of Events*  
Greater Tallahassee Chamber of Commerce  
[dnoles@talchamber.com](mailto:dnoles@talchamber.com)  
Office: (850) 224-8116 Direct: (850) 521-3108  
[www.talchamber.com](http://www.talchamber.com)  
P.O. Box 1639  
Tallahassee, FL 32302

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**From:** Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)>  
**Sent:** Thursday, August 01, 2019 8:23 AM  
**To:** Dana Noles <[dnoles@talchamber.com](mailto:dnoles@talchamber.com)>  
**Cc:** Stephanie Holloway <[HollowayS@leoncountyfl.gov](mailto:HollowayS@leoncountyfl.gov)>  
**Subject:** 2020 Chamber Conference

Good Morning,

Can you please tell me the tentative date for the 2020 Chamber Conference? We are working on our 2020 Board Calendar and want to make sure we plan for it.

Thanks,



Mary Smach  
Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

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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.



# Leon County Government

## INTEROFFICE MEMO

**DATE:** July 1, 2019  
**TO:** All County Employees  
**FROM:** Vincent S. Long, County Administrator  
**SUBJECT:** 2020 Holiday Schedule

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The schedule below reflects the holiday schedule for 2020.

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day 2020	Wednesday, January 1, 2020
Martin Luther King Jr. Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day (observed)	Friday, July 3, 2020 (actual Sat., July 4)
Labor Day	Monday, September 7, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Friday after Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
New Year's Day 2021	Friday, January 1, 2021

In addition, employees will accrue three (3) Personal Days annually. For more information on holidays, please refer to Policy No. 03-16, "Holidays."

cc: Board of County Commissioners  
Constitutional Officers

*People Focused. Performance Driven.*

<b>2020 Planning Department Comprehensive Plan Meetings</b>		
<b>Date*</b>	<b>Time</b>	<b>Meeting</b>
<b>January 7</b>	6:00 p.m.	Local Planning Agency / Planning Commission Workshop on 2020 Comp Plan Amendments
<b>February 4</b>	6:00 p.m.	Local Planning Agency / Planning Commission Public Hearing on the 2020 Cycle Comp Plan Amendments <i>at the Renaissance Center</i>
<b>February 25</b>	1:00 p.m.	Joint City/County Workshop on the 2020 Cycle Comprehensive Plan Amendments <i>at the County Commission Chambers</i>
<b>April 14</b>	6:00 p.m.	Joint City/County Adoption Hearing for Small Scale Map Amendments and Transmittal Hearing for Text and Large Scale Map Amendments on the 2020 Cycle Comprehensive Plan Amendments <i>at the County Commission Chambers</i>
<b>May 26</b>	6:00 p.m.	Joint City/County Adoption Hearing for Text and Large Scale Map Amendments on the 2020 Cycle Comprehensive Plan Amendments <i>at the County Commission Chambers</i>
<i>*All meetings are held on Tuesday.</i>		

**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #9  
September 5, 2019**

**Title:** Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule

**Category:** Consent

**Intergovernmental Management Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.

## **FISCAL IMPACT:**

This item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Approve the proposed 2020 Blueprint Intergovernmental Agency Meeting Schedule.

## **SUPPLEMENTAL INFORMATION:**

The Blueprint Meeting Schedule and Agenda Policy provides that the Director of PLACE, Blueprint Director, and OEV Director will prepare a draft Meeting Schedule for Intergovernmental Management Committee (IMC) and IA Board Chairperson review specifying times, dates, and locations for IA Board meetings for a period of at least one year that may also include committee meetings for the same period. Following review of the IMC and the Chair, the proposed Meeting Schedule is distributed to each IA Board Member in an agenda item at a regularly scheduled meeting.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Approval of the 2020 Blueprint Intergovernmental Agency Meeting Schedule  
Page 2 of 3

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The proposed Blueprint Intergovernmental Agency Meeting Schedule for 2020 includes six IA Board Meetings. The six IA Board Meetings in the proposed 2020 Meeting Schedule include two additional meetings over the previous year's Meeting Schedule. The proposed 2020 Meeting Schedule provides 3 hours for each IA Board Meeting.

Blueprint Intergovernmental Agency Board (Tallahassee City Commission Chambers)

- Thursday, January 30, 2020, 3:00-6:00 PM
- Thursday, March 12, 2020, 3:00-6:00 PM\*  
*\*Economic Development Strategic Plan Workshop, 1:00 PM to 3:00 PM*
- Thursday, May 21, 2020, 3:00-6:00 PM\*  
*\*Blueprint Intergovernmental Agency Budget Workshop, 1:00 PM to 3:00 PM*
- Thursday, July 9, 2020, 3:00-6:00 PM
- Thursday, September 17, 2020, 5:00-8:00 PM\*  
*Budget Public Hearing 6:00 PM*
- Thursday, December 10, 2020, 3:00-6:00 PM

Blueprint Technical Coordinating Committee (Blueprint Conference Room, 1:00 to 3:00 pm)

- Monday, January 13
- Monday, February 24
- Monday, May 4
- Monday, June 22
- Monday, August 31
- Monday, November 16

Blueprint Citizens Advisory Committee (Blueprint Conference Room, 4:30 to 6:30 pm)

- Thursday, January 16
- Thursday, February 27
- Thursday, May 7
- Thursday, June 25
- Thursday, September 3
- Thursday, November 19

Economic Vitality Leadership Council (Blueprint Conference Room, 11:30 to 1:30 pm)

- Friday, January 10\* - Strategic Plan Review Meeting  
*\*Time adjusted to 11:00 AM to 2:00 PM*
- Tuesday, March 3
- Wednesday, May 13
- Wednesday, September 2
- Wednesday, December 2

MWSBE Citizens Advisory Committee (Blueprint Conference Room, 11:30 to 1:30 pm)

- Tuesday, January 21
- Tuesday, March 3
- Tuesday, May 12
- Tuesday, June 30
- Tuesday, September 8
- Tuesday, December 1

## 2020 CITY COMMISSION MEETING SCHEDULE

August 29, 2019

<b><u>Month/Date</u></b>	<b><u>Time</u></b>	<b><u>Purpose</u></b>	<b><u>Location</u></b>
<b>January</b>			
15	9-5	City Commission Retreat	TBD
21	1:30	CRTPA Board Meeting	Chambers
29	4:00	City Commission Meeting	Chambers
30	9:30-12:00	CRA Board Meeting	Chambers
30	3:00-6:00	Blueprint Intergovernmental Agency	Chambers
<b>February</b>			
12	4:00	City Commission Meeting	Chambers
18	1:30	CRTPA Board Meeting	Chambers
19	1:00	City Commission Workshop	Chambers
25	1:00	Joint City/County Workshop on 2020 Comp Plan Amendments	Courthouse
26	4:00	City Commission Meeting	Chambers
<b>March</b>			
11	4:00	City Commission Meeting	Chambers
12	1:00-3:00	Blueprint Intergovernmental Agency Economic Development Strategic Plan Workshop	Chambers
12	3:00-6:00	Blueprint Intergovernmental Agency	Chambers
17	1:30	CRTPA Board Meeting	Chambers
25	1:00	Tentative City Commission Workshop	Chambers
25	4:00	City Commission Meeting	Chambers
26	9:30-12:00	CRA Board Meeting	Chambers
<b>April</b>			
8	1:00	City Commission Workshop	Chambers
8	4:00	City Commission Meeting	Chambers
14	6:00	Joint City/County Adoption Hearing (small scale) and Transmittal Hearing (large scale) and rezonings for 2020 Comp Plan Amendments	Courthouse
21	1:30	CRTPA Board Meeting	Chambers
22	4:00	City Commission Meeting	Chambers
<b>May</b>			
13	1:00	City Commission Workshop	Chambers
13	4:00	City Commission Meeting	Chambers
19	1:30	CRTPA Board Meeting	Chambers
21	1:00-3:00	Blueprint Intergovernmental Agency Budget Workshop	Chambers
21	3:00-6:00	Blueprint Intergovernmental Agency	Chambers
26	6:00	Joint City/County Adoption Hearing (large scale) and rezonings	Chambers
28	9:30-12:00	CRA Board Meeting	Chambers
<b>June</b>			
3	1:00	City Commission Workshop	Chambers
3	4:00	City Commission Meeting	Chambers
15	1:30	CRTPA Board Meeting	Chambers
17	4:00	City Commission Meeting	Chambers

2020 City Commission Meeting Schedule  
Page 2

<b>July</b>			
8	1:00	City Commission Workshop	Chambers
8	4:00	City Commission Meeting	Chambers
9	3:00-6:00	Blueprint Intergovernmental Agency	Chambers
<b>August</b>			
27	9:30-12:00	CRA Board Meeting	Chambers
27	1:00	Tentative City Commission Workshop	Chambers
<b>September</b>			
9	4:00	City Commission Meeting	Chambers
15	1:30	CRTPA Board Meeting	Chambers
17	5:00-8:00	Blueprint Intergovernmental Agency; includes 6:00 Budget Public Hearing	Chambers
23	4:00	City Commission Meeting	Chambers
24	4:00	CRA Board Meeting	Chambers
24	6:00	CRA Public Hearing on budget	Chambers
<b>October</b>			
14	4:00	City Commission Meeting	Chambers
20	9:00	CRTPA Board Retreat	TBD
28	4:00	City Commission Meeting	Chambers
<b>November</b>			
10	1:00	City Commission Workshop	Chambers
10	4:00	City Commission Meeting	Chambers
16	TBD	City Commission Reorganization Meeting	Chambers
<b>December</b>			
3	9:30-12:00	CRA Board Meeting	Chambers
9	4:00	City Commission Meeting	Chambers
10	3:00-6:00	Blueprint Intergovernmental Agency	Chambers
15	1:30	CRTPA Board Meeting	Chambers



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #5**

# Leon County Board of County Commissioners

## Agenda Item #5

October 15, 2019

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

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

**Title:** 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



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

### **Statement of Issue:**

This agenda item seeks the Board's receipt of the Tallahassee-Leon County Commission on the Status of Women and Girls 2019 Annual Report and approval of a joint County/City agreement with The Oasis Center for Women & Girls for providing administrative support to the committee.

### **Fiscal Impact:**

This item has a fiscal impact. The County's \$20,000 share of the proposed Joint Agreement has been budgeted and adequate funding is available in the FY 2020 budget.

### **Staff Recommendation:**

- Option #1: Receive the 2019 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
- Option #2: Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support (Attachment #2).

## **Report and Discussion**

### **Background:**

This agenda item seeks the Board's receipt of the Tallahassee-Leon County Commission on the Status of Women and Girls 2019 Annual Report and approval of the joint County/City Agreement with The Oasis Center for Women & Girls for providing administrative support to the Committee.

In June 2010, the Oasis Center for Women & Girls (Oasis) approached the County requesting the creation of a Commission on Women and Girls. The initial proposal was to create a joint County/City committee; however, the City did not take action on the proposal. As a result, on September 14, 2010, the Board moved forward with the creation of the Leon County Commission on the Status of Women and Girls, comprised of 21 members (14 appointed by the Board, with each Commissioner having two appointments, and seven appointed by the Committee). On April 12, 2011, the Board adopted an Enabling Resolution that established the scope and responsibility of the Leon County Commission on the Status of Women and Girls and contracted with Oasis in the amount of \$10,000 to provide administrative support and assist in the preparation of an annual report to the Board.

On December 12, 2012, the Leon County Commission on the Status of Women and Girls presented its annual report to the Board. At that time, the Board provided an additional \$10,000 (for a total of \$20,000) to Oasis to provide research and development support to the Committee. Additionally, the Board encouraged members of the Leon County Commission on the Status of Women and Girls to approach the City of Tallahassee on providing financial support for a joint Commission, as initially proposed in 2010. On February 13, 2013, the City Commission agreed to provide funding to Oasis for administrative support to the Committee at the current level provided by the County (\$20,000) and move forward with the creation of a joint committee.

On March 12, 2013, the Board adopted a joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls (Committee). The City Commission subsequently adopted the Resolution. The Resolution states that Oasis shall provide administrative support to the joint Committee, per the adoption of an agreement with the County and City. On September 24, 2019, the Board adopted the 2019/20 fiscal year budget that included \$20,000 to Oasis for the administrative support to the Committee.

### **Analysis:**

#### *2019 Commission on the Status of Women and Girls Annual Report (Attachment #1)*

The report includes a summary of the Commission's activities throughout as well as updates and recommendations from the Commission's three subcommittees: (1) Education & Economic Security; (2) Health & Development; and (3) Violence & Safety. The report also provides a newly adopted three-year strategic plan with a goal statement and supporting initiatives for each subcommittee.

At the Commission meeting, Gina Giacomo, Committee Chair, will be available to present the Commission on the Status of Women and Girls Annual Report and answer any questions.

*2019-20 Joint County-City Agreement (Attachment #2)*

Pursuant to the County-City Enabling Resolution, Oasis provides administrative support to the Committee. The proposed joint County-City agreement with Oasis provides funding in the amount of \$20,000 from the County and \$20,000 from the City (for a total of \$40,000) for administrative support to the Committee for FY 2019/20. As directed by the Board, the Joint Agreement states that one-half (\$10,000) of the County funding shall be dedicated to provide research and development support to the Committee. The County's portion of funding to Oasis in the amount of \$20,000 has been budgeted.

Consistent with all other outside agency contracts for services, the Agreement states that the Commission would provide both the County and the City with a midyear report by April 1st. The report will include the Commission's budget, expenditures, and a summary of the Commission's activities.

**Options:**

1. Receive the 2019 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
2. Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support (Attachment #2).
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. 2018-19 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report
2. Agreement for Staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls

# 2018-2019 ANNUAL REPORT



# CSWG

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

An advisory board of



## HISTORY, PURPOSE, MISSION AND LEADERSHIP

In April 2011, the Leon County Board of County Commissioners established the Leon County Commission on the Status of Women and Girls as a citizens' advisory committee. In March 2013, the City of Tallahassee joined Leon County and created the new Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG). By establishing and supporting this Commission, the City and County have taken a strong stand in support of women and girls in our community.

The CSWG consists of 21 members. All CSWG commissioners serve on a volunteer basis. Citizens must apply to be considered for appointment. The City and County contract with a local not-for-profit, The Oasis Center for Women & Girls, to staff the CSWG. Oasis was instrumental in encouraging the community to establish the CSWG and continues to play an important role in helping the CSWG fulfill its mission. There are three topic-focused committees and a governance committee made up of committee chairs and CSWG leadership: Education and Economic Security, Health and Development, Violence and Safety, and Organization and Bylaws. Each committee and the full commission meet monthly in accordance with the Sunshine Law.

The primary purposes of the CSWG are to promote awareness of issues pertaining to women and girls in Tallahassee and Leon County and to serve in an advisory role, providing input to the City and County Commissions as needed. The joint City/County enabling resolution creating the CSWG acknowledges that progress has been made, but notes that, "there is still work to be done before women and girls achieve economic, education, and employment parity." The resolution also acknowledges, "We must understand the current challenges that face our female citizens in order to best equip girls with the knowledge, skills, and equal access to reach for the promise of tomorrow."

In April 2019, City Attorney Cassandra Jackson clarified the role of the CSWG, noting, "the resolutions authorize the CSWG to advocate before the City Commission and Board of County Commissioners about issues affecting women and girls in the community." Her memorandum cites the enabling resolution language which charges the CSWG "with the responsibility of providing input and recommendations to the Board and the Commission, as needed, on approaches with which to address issues affecting women and girls."

To that end, and with the honor of serving residents of the City and County in this manner, the 2018-2019 Tallahassee-Leon County Commission on the Status of Women and Girls presents this year's annual report, detailing the work of the commission and the resulting recommendations for supporting and improving the lives of women and girls in Tallahassee-Leon County.

### MISSION AND VISION

As an advisory board of the City Commission and Board of County Commissioners, our purpose is to educate, promote, and recommend public policy regarding issues that affect women and girls in our area. Our task is to help community members and elected leadership understand how the intersection of different sets of identities (e.g., race, ethnicity, gender, sexual orientation, socioeconomic status) impact access to rights and opportunities. We aim to serve as the premier advocate and leading voice for improving the lives of women and girls in the communities encompassed by Tallahassee-Leon County.



*Gina Giacomo*  
**COMMISSION CHAIR**



*Elizabeth Jakubowski*  
**COMMISSION VICE CHAIR**

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*With special thanks to Michelle Gomez, Executive Director, and staff of The Oasis Center for Women & Girls; the Tallahassee City Commission and staff; the Leon County Board of County Commissioners and staff; and the residents of Tallahassee-Leon County.*

***Why I Serve***

*“To make a difference in the lives of women and girls in Tallahassee-Leon County.”*

*- Gina Giacomo, 2018-2019 Commission Chair*



## EXECUTIVE SUMMARY

In the 2018-2019 commission year, the Tallahassee-Leon County Commission on the Status of Women and Girls worked to raise awareness about and develop collaborative strategies to address pressing issues involving women and girls in Tallahassee-Leon County, including high rates of poverty or financial insecurity among women, high rates of sexually transmitted infections (STIs), and strategies for reducing the occurrence of sexual assault and power-based violence against women.

Commissioners initiated partnerships and leveraged existing relationships to achieve progress in these critical areas. The breadth of partnership pursued by the CSWG extends throughout our community and includes local and state government, private for-profit business, nonprofit organizations and human service agencies, media, educational institutions, and community advocates. The full list of partners contributing to the work detailed in this report numbers more than 50, a sample of which can be found on the facing page.

To foster a broader understanding of the impact of the efforts made by the CSWG for the benefit of new and existing City and County commissioners, CSWG leadership compiled a list of some of the advancements in the status of women and girls achieved with the support of CSWG since its inception in 2011. The list, found on page 5, includes improvements to public safety procedures and training, workplace policies that increase support for women employees, improvements to communication and functionality among human service providers, and more. A snapshot of the advisory board's work, the list will be maintained, updated, and included in periodic reports to the Tallahassee City Commission and the Leon County Board of County Commissioners.

### Strides in Governance Spur Strategic Change

The Organization and Bylaws Committee (OBC) undertook the task of drafting a three-year strategic plan, with input from commissioner liaisons of both the City and County governing bodies. The strategic plan identifies a new, collective impact approach to addressing the critical issues facing women and girls in Tallahassee-Leon County with guidance for improved communication between the CSWG and the local governments it serves. The new framework represents a significant evolution of the commission's work with improvements to efficiency, responsiveness, cohesion, and potential impact.

Moving forward, in consultation with liaisons on the City Commission and Board of County Commissioners, the CSWG leadership will identify one pressing issue facing the community on which to focus the advisory

board's efforts each year. Committees will work on the issue within their subject areas, guided by the goals and initiatives outlined in the strategic plan. They will select appropriate strategies to contribute collaborative, solutions-oriented work and produce actionable policy and funding recommendations to achieve progress in critical areas. The plan is aligned with City and County goals and will be reviewed for updates on a bi-annual basis.

### Committee Work Addresses Critical Issues of Poverty, Infectious Disease, and Crime

While the OBC worked to strengthen the foundation and future of the commission, the topic area committees worked to amplify critical issues and foster change through research, partnership, planning, and advocacy.

The Education and Economic Security Committee responded to the heightened awareness around poverty in Tallahassee-Leon County and worked to amplify understanding of economic hardship as it relates to women. Nearly 80% of the women heads of household with children live daily in significant danger of being unable to meet their financial needs. In fact, according to Data USA, women make up the largest demographic of Leon County residents living in poverty.



*Education and Economic Security Committee members (from left) Amber R. Tynan, Gwendolyn Singleton, and Wendi Cannon discuss committee business.*

To better address the issue comprehensively and bring multi-sector decision making to bear on solutions, the committee began planning a Women's Economic Security Summit to take place in October 2019. The summit steering committee reflects a wide swath of area leaders. The goal of the summit is to convene leaders across disciplines and political leanings to find common



ground, make connections, deepen understanding, and explore solutions to the greatest financial and economic challenges facing women today. Attendees will gain a foundation for initiating change in the circumstance of poverty and economic insecurity for residents of Tallahassee-Leon County.

The Health and Development Committee tackled a public health crisis for which women bear a significant burden: sexually transmitted infections. Leon County is #1 in Florida and among the top 10 in the nation for rates of sexually transmitted infections, with health officials calling the sharp rise in primary and congenital syphilis “a sentinel event.” As the rate of STIs in Leon County surpasses other “university towns” in Florida and across the nation, the dramatic increase in syphilis and overall high rates of STIs cannot be exclusively explained by the large student population.

The committee engaged public health officials, public school officials, post-secondary personnel, medical practitioners, insurance providers, information technology experts, and the media to gather information on the scope of the problem, potential strategies, and opportunities for collaborative solutions. Their work is detailed in this report on pages 12-13 and will continue.

The Violence and Safety Committee worked to address violence against women in a year that saw shocking tragedy in the mass shooting at the Hot Yoga studio in Midtown, when a member of one of the Internet’s most dangerous subcultures, “incels” (involuntary celibate), targeted the location to kill women. Speaking at a press conference in February, then-Chief of Police, Michael DeLeo, described evidence that a “lifetime of misogynistic attitudes caused [the shooter] to attack a familiar community where he had been arrested several times for his previous violent action toward women.” Scott Beierle, 40, succeeded in killing a female student and professor at Florida State University and injuring five others before killing himself. According to an April 2019 article in Vox, the perpetrator is now being glorified by other incels online as “St. YogaCel.”

From this and other tragic losses of women’s lives by violence and sexual assaults of young women, both locally and nationally, the committee turned its attention to restructuring the public perception of violence against women. Rather than isolated tragic incidents, the Violence and Safety Committee is bringing awareness to the fact that these tragedies represent actions on a continuum of violence, the lesser of which often is dismissed or downplayed. The committee produced a list of tips for recognizing microaggressions, or behaviors regarded as subtle forms of discrimination against a marginalized group. The list is found on page 16. The committee also

convened several service provider workshops to support the people delivering front line services to survivors.

With suggestions for improving civic access and engagement, financial support services and pay equity, health information awareness, gender bias awareness, and public safety operations, the 2018-2019 Tallahassee-Leon County Commission on the Status of Women and Girls proudly presents a report of its work and offers recommendations to the Tallahassee City Commission and Leon County Board of County Commissioners.

Along with the Women’s Economic Security Summit steering committee members listed on page 16, the following people and organizations provided material information and partnership to the work of the CSWG:

- American Council of Education (FAMU/FSU/TCC)
- Terry Anderson, Leon County Schools
- Meg Baldwin, JD, Refuge House
- Claudia Blackburn, RN, Florida Department of Health
- Jennie Brock, Wellcare Health Plans
- Tony Carvajal, Florida Chamber of Commerce
- Alan Cox, PhD, Leon County Schools
- James Easton, Florida Department of Health
- Talethia Edwards, Greater Bond Neighborhood Association
- Kimolyn Ferrell, Dare to Dream
- Lashawn Gordon, Pace-Leon Center for Girls
- Dale Harrison, Florida Department of Health
- Pat Holliday, City of Tallahassee
- David Hulse, Bank of America
- Liz Joyner, The Village Square
- Claudia Machado, Mothers Against Drunk Driving
- Unam Mansoor, Florida Department of Health
- Wachell McKendrick, PhD, Turn About Inc.
- Emily Mitchem, Refuge House
- Dominique Moore, Women With Worth
- Taylor Novak, Refuge House
- Cristina Paredes, Office of Economic Vitality
- Dr. Faye Rozwadowski, Florida Department of Health
- RoseAnn Scheck, Florida Department of Health
- Kelly Sciba, Florida Commission on the Status of Women
- Dr. Joedrecka Brown Speights, FSU College of Medicine
- Stomp Out Syphilis Coalition
- Tallahassee District Church School Convention
- Robin Hassler Thompson, JD, Survive and Thrive Advocacy Center
- United Partners for Human Services
- Alexandria Washington, United States of Women
- Scott Weisman, Leon County GIS Program Office
- Craig Wilson, Florida Department of Health

## RECOMMENDATIONS FOR ACTION

Toward improvement in the lives of women and girls in Tallahassee-Leon County, the 2018-2019 Tallahassee-Leon County Commission on the Status of Women and Girls recommends that:

	The City Commission and the Board of County Commissioners explore options for expanding civic participation in local government by providing childcare during public meetings.
	The City of Tallahassee and Leon County governments support the organization and delivery of an annual Women's Economic Security Summit.
	The City of Tallahassee and Leon County governments collaborate with the CSWG to develop an action plan that addresses economic security for women, based on outcomes of the 2019 Women's Economic Security Summit.
	The City of Tallahassee and Leon County governments prioritize expanding funding to organizations that work to improve women's financial security, based on the Community Human Services Partnership (CHSP) needs assessment.
	The City of Tallahassee and Leon County communication departments collaborate to raise public awareness about the rates, prevention strategies, and treatments available for sexually transmitted infections.
	The City of Tallahassee and Leon County communication departments pursue partnerships with secondary and post-secondary educational institutions to disseminate information and amplify messaging about sexually transmitted infections.
	The Board of County Commissioners continue to support increased funding for staff of the Florida Department of Health-Leon, as in the Fiscal Year 2020 budget in response to increased incidence of sexually transmitted infections in Leon County and the need for additional personnel.
	The City of Tallahassee and Leon County governments collaborate with the CSWG to develop a public dashboard on the status of women and girls' well-being to present measurements of key indicators in their economic security, health, and safety as a way of informing local governing bodies and the community about areas where improvement is needed and where progress is being made.
	The City Commission conduct a gender pay equity study of its staff and publish the findings.
	The City Commission and the Board of County Commissioners give priority consideration in the public bid process to vendors who demonstrate gender pay equity and family-friendly leave policies.
	The City of Tallahassee and Leon County communications and public safety departments collaborate with the CSWG to develop training guidelines that support appropriate portrayal of women and girls in media and public safety reports.
	The City of Tallahassee and Leon County governments host a Green Dot training for staff, at least annually, to foster a supportive and inclusive workplace culture that does not abide any actions along the continuum of violence.
	The City of Tallahassee and Leon County governments include information and training on gender and race based microaggressions to their workplace policies.
	The City Commission and the Board of County Commissioners modify their advisory board applications to include the opportunity to provide additional information regarding the applicant's motivation to serve on the CSWG.

## IMPACT OF THE CSWG

### EDUCATION & ECONOMIC SECURITY

- **Summit on Women and the Workplace**—A first of its kind summit brought together over 220 participants and experts from the area and the nation to learn and strategize ways to improve how women can be more economically secure at work. Most (96%) surveyed said they would apply what they learned to improve the status of women in their workplace.
- **Poverty Simulation**—The CSWG hosted a poverty simulation in partnership with the United Way of the Big Bend to increase awareness of and empathy for the daily stressors faced by nearly 1/3 of our population, mostly women with children.
- **Financial Education for Women**—Tallahassee Leon Federal Credit Union, the CSWG, and the Oasis Center for Women & Girls hosted a free financial workshop series for women.
- **Minority, Women, and Small Business Enterprise Programs Evaluation**—The 2014-2015 CSWG chair was appointed to the MWSBE Programs Evaluation Committee. She contributed to the Final Report and Consideration of the Recommendations for Program Improvement.

### HEALTH & DEVELOPMENT

- **Girls' Services Coalition**—For the first time, the many groups and people who provide services to girls achieved a place to network, coordinate services, leverage resources and work together to better assist girls to grow and thrive.
- **Funding Increase for Human Services**—The CSWG advocated for an increase to human services funding. Leon County Commission increased funding for CHSP to \$1,000,000. Tallahassee City Commission increased its support to \$1,600,000.
- **Community Focus on the Needs and Achievements of Girls**—The CSWG hosted the “Igniting the Power Within: Women and Girls Empowerment Summit,” where over 260 women and girls, vendors, City and County Commissioners, and panelists came together to empower, inspire, and share vital information on numerous topics important to women and girls.
- **Inclusive Parental Leave Policy**—The Board of County Commissioners and City Commission both unanimously voted to provide paid parental leave to employees. Both men and women are eligible to receive six weeks of paid leave to care for and bond with a newborn or newly adopted child.

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### VIOLENCE & SAFETY

- **County and City Policies on Domestic and Sexual Violence and Stalking**—Addressing issues brought by the CSWG and with over 100 hours of CSWG technical assistance, both the City and County have adopted the most comprehensive and supportive policies to address both victimization and perpetration of these crimes at the workplace. Over 3,500 employees will be educated and receive support so that both their workplaces and the community are safer. FSU and TCC have since adopted similar policies.
- **Trauma-Informed Sexual Assault Response by Law Enforcement**—Tallahassee Police Department (TPD) adopted a new policy on sexual assault investigations that was developed in collaboration with End Violence Against Women International (EVAWI). TPD requires all sworn personnel to take five training courses on sexual assault investigations. The TPD interview room was painted and decorated specifically for victims of sexual assault.
- **Supportive Treatment Space for Survivors of Sexual Assault**—Refuge House and Tallahassee Memorial Hospital created a stand-alone facility for sexual violence victims to receive forensic exams, separate from the emergency room, called the SAFE Center.

Posted October 8, 2019

## STRATEGIC REVIEW UPDATE: COMPLETE

In 2016, the CSWG determined there was a need to engage in strategic planning to better support the City and County governments in meeting the needs of women and girls in the Tallahassee-Leon County community, and ultimately convened a CSWG Strategic Planning Working Group, which consisted of the following members:

Leon County Commissioner Kristin Dozier, City of Tallahassee Commissioner Curtis Richardson, 2015-2016 CSWG Chair Sha’Ron James, 2016-2017 CSWG Chair Paula DeBoles-Johnson, and Haley Cutler, then-executive director of The Oasis Center for Women & Girls.

The 2018-19 CSWG continued to work on accomplishing the goals and initiatives established by the strategic review. The strategic review is now complete, and a strategic plan is presented among the work detailed in this annual report.

<b>Initiative 1:</b> Improve the CSWG’s ability to respond to ongoing and immediate issues, emerging and existing City and County policy, and broader issues affecting women and girls.		
	Responsible Party	Current Status: Sept. 2019
<b>Goal 1:</b> Develop a plan to create a collaborative effort to respond to established issues identified by City and County Commissioners and identify emerging policy issues to include actionable recommendations.	CSWG	<b>Complete:</b> The 2017-2018 CSWG approved new policies (Policy #018 “Policy Procedures and Policy #019 “Policy Topics) at the August 2017 meeting to identify and respond to emerging policy issues.
<b>Goal 2:</b> Conduct a comprehensive review of and make recommendations regarding all existing recommendations presented by the CSWG.	CSWG	<b>Complete:</b> The 2017-2018 CSWG Policy Committee completed a review and provided recommendations in September 2017.
<b>Goal 3:</b> Assess partnership opportunities with other governmental and nongovernmental entities.	CSWG/LCC/COT	<b>Complete:</b> While partnership assessment and development will remain ongoing, CSWG has empowered its members to identify and pursue topic-specific partners each commission year. Regular communication with City and County staff has been established to keep abreast of opportunities to partner with and amplify governmental initiatives that relate to or can be enhanced by participation of women and girls. Partnerships are documented in public meeting minutes and noted in periodic reports.

<b>Initiative 2:</b> Create a Commission structure that ensures the accomplishment of goals and cultivate an environment in which CSWG Commissioners are valued for their contributions and strengths.		
	Responsible Party	Current Status: Sept. 2019
<b>Goal 1:</b> Review and make recommendations regarding the CSWG board appointment process and structure.	CSWG/LCC/COT/Oasis	<b>Complete:</b> The Organization and Bylaws committee recommends the application be modified to include questions allowing for additional information regarding the applicant’s skills and abilities relevant to the CSWG’s mission.
<b>Goal 2:</b> Review and make recommendations regarding the standing committee structure, CSWG bylaws, policies, and procedures.	CSWG	<b>Complete:</b> The 2017-2018 CSWG adopted the recommendations for aligning committee structure with policy areas and organized its work across three committees. The Strategic Plan has been organized around the three policy areas.
<b>Goal 3:</b> Develop a strategic communications plan that is aligned with the CSWG mission.	CSWG	<b>Complete:</b> A strategic communications plan has been developed to enact the communication goal and initiatives of the strategic plan.
<b>Goal 4:</b> Review and make recommendations to Oasis, City, and County regarding staffing needs.	CSWG	<b>Complete:</b> Staffing needs are sufficiently met through the current arrangement. Appropriate staffing levels are reviewed annually by the CSWG as part of the budgeting process.

<b>Initiative 3:</b> Create and adopt a multi-year Strategic Plan which incorporates the initiatives and goals established during the 2016-2017 strategic review.		
	Responsible Party	Current Status: Sept. 2019
<b>Goal 1:</b> Strategic Plan will be developed based on this Strategic Review	CSWG/LCC/COT/Oasis	<b>Complete:</b> A three-year Strategic Plan is included in the 2018-2019 Annual Report.



## THREE-YEAR STRATEGIC PLAN: 2019-2022

The CSWG Strategic Plan serves as a three-year roadmap, a living document reviewed bi-annually and revised as needed to (1) support responsiveness to the requests of, and in support of issues identified by, the City Commission and Board of County Commissioners, (2) provide guidance to new CSWG commissioners, (3) promote consistency in expectations through leadership transitions, and (4) provide a framework for regular review of progress on initiatives, demonstrating the CSWG's intention to advocate for policies that improve the lives of women and girls in Tallahassee-Leon County.

### Alignment of Goals

The plan is based on the extensive list of recommendations provided by the 2012-2013 CSWG and revised into five key issue areas by the policy committee of the 2016-2017 commission. Beginning in the 2017-2018 commission year, committees are now organized by these issue areas to focus policy recommendations and progress reports: Education & Economic Security, Health & Development, and Violence & Safety. The strategic plan organizes goals for the work of the commission around these issue areas and includes a fourth goal to improve and support communication among CSWG commissioners and their audiences.

The goals identified in this strategic plan will support Leon County 2017-2021 Strategic Plan goals focusing on Economy, Quality of Life, and Governance. Similarly, the 2019 Tallahassee City Commission's priorities of Quality of Life and the Impact of Poverty and Economic Development are in alignment with this plan. As a strategic plan for the City of Tallahassee is adopted, the CSWG Strategic Plan will be reviewed for alignment with identified city goals.

### Collective Impact

Under the guidance of the Chair and Vice Chair, the CSWG, at its annual retreat, will identify a central focus for the year. Informed by municipal goals, with input from partners, the central focus will be addressed through the lens of each committee. Each year, the commission will produce an action plan guiding its work and outline budgetary needs according to the strategic plan. Periodic reports made to the City Commission and Board of County Commissioners will reflect progress as related to the four goals and corresponding initiatives set forth in the annual action plans. The action plan will be revised as needed to reflect the changing social and economic landscape of Tallahassee-Leon County as policy initiatives are accomplished and celebrated, and as new needs emerge.

***Women and girls feel safe in their homes, workplaces, and public spaces.***

**Initiative A: Raise public awareness of the prevalence of violence against women and girls, and the available educational resources.**

**Initiative B: Increase awareness of preventative measures to reduce incidences of violence against women and girls.**

**Initiative C: Review and evaluate data, research, local policy, and resources.**

**Initiative D: Develop best practices and policy recommendations to support safety awareness and violence prevention.**

**GOAL 1**

***Women and girls have control of their physical and mental health and feel supported in pursuing healthy social-emotional development.***

**Initiative A: Raise public awareness of the barriers to and issues impacting the physical, mental and social-emotional health of women and girls.**

**Initiative B: Increase awareness of preventative measures to reduce negative impacts on the physical, mental, and social-emotional health of women and girls.**

**Initiative C: Review and evaluate data, research, local policy, and resources.**

**Initiative D: Develop best practices and policy recommendations to support the physical, mental, and social-emotional wellbeing of women and girls.**

**GOAL 2**

***Women and girls can achieve financial independence and economic security, with unfettered access to educational and professional opportunities.***

**Initiative A: Raise awareness of the barriers to economic security that women and girls face, including, but not limited to, access to affordable and quality housing, healthcare, childcare, education, the Internet, and transportation.**

**Initiative B: Increase awareness of the benefits to representation by women and girls in fields and activities in which they are underrepresented.**

**Initiative C: Review and evaluate data, research, local policy, and resources.**

**Initiative D: Develop best practices and policy recommendations to support educational opportunity and economic security for women and girls.**

**GOAL 3**

## THREE-YEAR STRATEGIC PLAN: 2019-2022

***The City Commission, Board of County Commissioners, and the public at large are aware of CSWG activities and perceive benefits to their work and lives.***

**Initiative A: Communicate regularly with elected officials and their staff to maintain and revise expectations.**

**Initiative B: Communicate regularly with the public to raise awareness of issues impacting women and girls, and to understand which issues are most important to women and girls in Tallahassee-Leon County.**

**GOAL 4**



**2018-2019 TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS**



## MEMBERS



*Dr. Gwendolyn Singleton, PhD*  
**COMMITTEE CHAIR**



*Amber R. Tynan*  
**SUMMIT CHAIR**



*Wendi Cannon*



*Linda Bond Edwards, Esq.*



*Carla Laroche, Esq.*



*Samantha Vance*

## EDUCATION AND ECONOMIC SECURITY COMMITTEE

The committee met monthly and worked with community partners to identify collaborative solutions for addressing women's economic security. The committee's efforts focused on ways to alleviate financial stressors for women through multi-sector collaboration, policy advocacy, and exploration of ways to support civic engagement. The committee's work was guided by data that shows a significant number of women in Tallahassee-Leon County are living in poverty or at constant risk of being unable to meet financial obligations. Single mothers are specifically vulnerable, with nearly 80% of the female heads of household with children living below the ALICE threshold (Asset-limited, Income-constrained, Employed), as described in the 2018 United Way report.

There are several key markers that affect women's ability to succeed at work. Among these are wages and working conditions, including the ability of the employee to earn a living and to balance the myriad challenges that she will face as she goes to work. There are many ways that the workplace can be friendlier to women. These might include paid leave, flexible work schedules, health care benefits, onsite childcare, ways to advocate for better working conditions, policies for domestic and sexual violence prevention and intervention, and educational opportunities.

**Economic Realities for Women and Girls in Tallahassee-Leon County**

- In 2017, women earned 1.33 times less for comparable work than men, and African American, Hispanic and Asian women earned less than their white counterparts.
- More men than women are employed in higher wage-earning industries and professions.
- Seventy-eight percent of single women with children under the age of 18 struggle financially, and are one car repair or medical emergency away from living in poverty.
- According to the Institute on Women's Policy Research's Basic Economic Security Report (Sept. 2018), a single woman with health insurance and retirement benefits needs full time work at \$14.99 per hour to have basic economic security from earned income.
- A working female with one preschooler and one school-age child needs an hourly wage of \$28.60 or \$60,408 annually to be economically secure. The Leon County median household income is \$51,107.
- Leon County lacks sufficient access of affordable and accessible housing, childcare and other social supports for women.



*“Highlighting the strengths and challenges of women and girls makes all community members, and the community, better.”*

*- Carla Laroche, CSWG Commissioner*

## Women’s Economic Security Summit 2019

The Education and Economic Security Committee of the CSWG assembled a Steering Committee with members from government, private industry, higher education, workforce development, banking and finance, health and human services, urban planning and more, to set the vision for a broad-spectrum summit highlighting issues, strategies, and partnerships for improving the economic security and opportunity for women and girls. This diverse team met four times during the commission year to establish summit goals and objectives, an agenda, budget, subcommittees, speakers, and grant funding.

Elected officials and government staff will be invited to participate with other stakeholders for an intensive discussion that provides a comprehensive approach to understanding the causes and experience of poverty as well as strategies to alleviate poverty within Tallahassee-Leon County. Phil DeVol, co-author of *Bridges Across Every Divide* and *Bridges to Sustainable Communities*, will join local experts and panelists in a strategic conversation that combines best practices from outside our community with knowledge of our specific circumstances.

The summit is scheduled for Wednesday, October 30th at the University Center Club. The goal of the summit is to convene leaders from across disciplines and political leanings to find common ground, make connections, deepen understanding, and explore solutions to the greatest financial and economic challenges facing women today. Attendees will gain a foundation for initiating change in the circumstance of poverty and economic insecurity for residents of Tallahassee-Leon County.

## CSWG Speakers Database

In an ongoing effort to provide education and awareness of issues that impact women and girls in our community, and to promote the selection of women as subject matter experts in various fields, the committee compiled a database of speakers for organizations, student groups, classrooms, events, and training sessions. The searchable database is an online resource for accessing women speakers on a variety of topics. Women with expertise in STEM, empowerment, cultural competency, crisis management, business, leadership, and women’s issues are invited to join. To date, fifty-six (56) speakers have registered for the publicly accessible database.

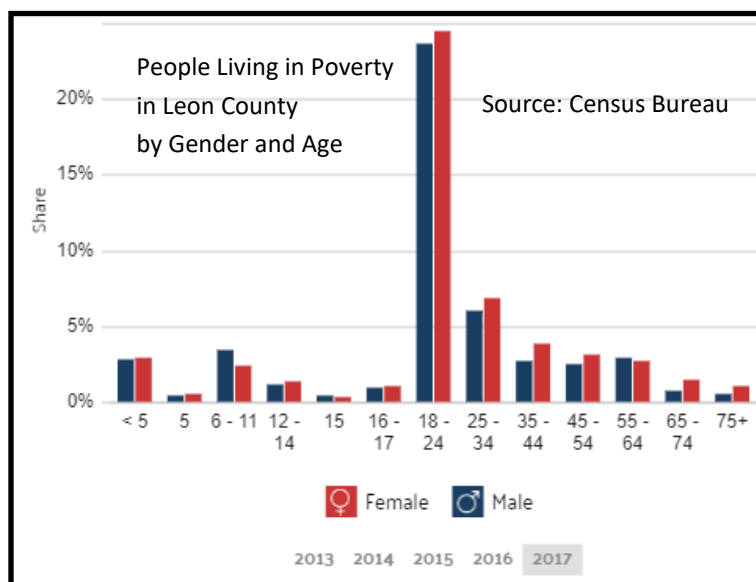
## Paid Parental Leave Policy

The committee advocated for adequate paid parental leave for municipal employees. In June 2019, the City Commission unanimously passed a policy that provides six weeks of paid maternity and paternity leave. The Leon County Board of County Commissioners unanimously approved a similar policy in July 2017.

## Civic Engagement in City and County Commission Meetings

The committee reviewed childcare policies and practices for municipal government meetings across the state, in an effort to identify potential barriers to women’s participation in City and County commission meetings. None were found to offer childcare, and few offered limited virtual or digital viewing. Both the Tallahassee City Commission and the Leon County Board of County Commissioners offer digital viewing, post-meeting materials, and provide free access to recorded meetings.

However, a person accessing meeting information through these channels cannot participate in the meetings. The only way to contribute is to appear in person and register to speak. The meeting times and lack of childcare may inhibit many low-income individuals, many of whom are women with children, from participating in their local government, diminishing the ability of government to produce inclusive and effective policies that address the needs of residents.



Women are the largest group living in poverty in Leon County. In 32304, the poorest zip code in Florida, 42% of women and children are living in poverty (not pictured).

## MEMBERS



*Jeanne O'Kon, PhD*  
**COMMITTEE CHAIR**



*Cicely Brantley, PhD*



*April Deitz*



*Jane Johnson*



*Andrea Jones*



*Rebecca Weaver*

## HEALTH AND DEVELOPMENT COMMITTEE

The committee met monthly during this commission year, beginning in October 2018. Following a review of the data on health trends for women and girls in Leon County collected during the previous year's work of the committee, members concurred that, while there are many issues affecting the health of women in girls in the local community, they would narrow this year's focus to the topic of sexually transmitted infections (STIs). This decision was based on a number of alarming statistics, including a "sentinel event" in the occurrence of congenital syphilis, as described by local health officials, who are terming the trends of STIs in Leon County a health crisis.

**STI Statistical Trends in Leon County Warrant Action**

- Leon County ranks #1 in Florida for rates of sexually transmitted bacterial infections (2018), a title the county has held since 2012. This category includes gonorrhea, chlamydia, and syphilis.
- While Leon County has ranked #1 among Florida counties in gonorrhea and chlamydia since 2013, this is the first time it took the top spot in the rate of syphilis infection.
- Leon County experienced a 134% increase in syphilis cases in one year, from 2017 to 2018.
- While more of the cases of syphilis are found in men, the number of individuals infected with primary syphilis (the most infectious early stage) increased 109% in men and 300% in women from 2017 to 2018.
- Syphilis infection in women presents additional health risk since women can transfer the disease during gestation. Congenital syphilis, contracted in utero, can have even more dire health consequences and is more difficult to treat.
- Leon County ranks #6 among Florida counties in HIV/AIDS cases for 2018, showing the highest rate (27.9) in the county since 2013, in a state that ranks #1 in the nation for new HIV cases (2017).
- STIs impact women differently than men, and, in bacterial infections like chlamydia, can lead to long-term health implications that men do not suffer. Women can more easily contract STIs due to anatomical differences.
- Neighboring Gadsden County ranks #2 in sexually transmitted bacterial infections, potentially presenting an opportunity for partnership to address these critical issues. Madison County and Alachua County have shown some progress in reducing rates of STIs, warranting further study to determine applicable best practices for Leon County.

## Determining Needs with Subject Matter Experts

The committee pursued individuals who could provide them with additional information about trends in women's physical and mental health in Leon County. Subject matter experts included professors, practicing physicians, public health officials, public school administrators, data technicians, private industry, and local non-profit leaders.

### *Women's Health*

Dr. Joedrecka Brown Speights, a practicing physician at Bond Health Clinic and chair of the Department of Family Medicine and Rural Health at Florida State University, noted that barriers to health equity include poverty and powerlessness. For women, there is an intersectionality of barriers. Disparities exist in both health and health care. Health disparities represent a complex problem, as social determinants of health include educational and environmental factors, and generational stressors.

The inequities are not inevitable, as her research has determined. Eighteen states are on track to eliminate health disparities by 2050. Florida is not one of the states. Unless significant changes are made, Florida may not see the elimination of health disparities for more than a century, according to one of her co-researchers.

Locally, the rate of black infant mortality has decreased. However, the gap in mortality between black and nonblack births is widening, not shrinking, in Leon County. Black babies died at 6 times the nonblack rate in 2010. By 2017, the ratio had increased to 9.

Dr. Brown Speights said she is shocked to see primary and congenital syphilis in her practice. She said the concern is significant for women in Leon County and noted the CDC recommendation for women under 25 to be screened every 3 months. She also suggested engaging students in meaningful discussion regarding sexual health—specifically, the intersection of personal freedom and healthy behaviors—and facilitating space for open dialogue.

### *STIs Rates and Sexual Health Education*

Representatives of Leon County Schools and the Florida Department of Health-Leon County (FDOH) presented to the committee in a dynamic discussion about the public health crisis of STIs in Leon County and the availability of sexual health education in public schools.

Claudia Blackburn, health officer for Leon County, noted that STIs disproportionately affect African-American women, who represent 81% of sexually transmitted infections, mostly ages 15-24 years old. Despite the bacterial infection rate reaching crisis levels, there is no new funding from the state to combat the issue. The health department is investigating every new case of

*"It is important to me that the community is made aware of the unique strengths, accomplishments, and challenges that define women and girls in Tallahassee-Leon County."*  
- Jane Johnson, CSWG Commissioner

syphilis in pregnant women and in patients under 15 years old, but does not have funding to investigate other cases and other STIs.

The increase in rates of syphilis has alarmed public health official across the country and has been deemed a nationwide priority. Leon County ranks #5 in Florida for infection rate of syphilis, with Franklin and Gadsden Counties ranking #1 and #2 for 2018. Frighteningly, Leon County ranks #1 for 2018 in the rate of congenital syphilis transmission, from mother to child.

Due to constraints on curriculum mandated by state government, Leon County Schools has limited time and delivery vehicles for sexual health information, according to Alan Cox, Assistant Superintendent of Health and Wellness. Though direct instruction is ideal, integrated curriculum is the only option they have. Biology and healthy choice lessons focus on vaping and obesity. There is competition for electives from financial literacy and performing arts. Sexual health often loses out, amounting to five days of instruction during the year.

A promising model was presented from Madison County, which received a Safe Schools grant from the Florida Department of Education to address the high STI rate in the county, at that time #2 in the state. Through parent engagement centered in the elementary school, the awareness generated reached a level that initiated a behavior shift, dropping the county's STI rate to #41.

### *Building Awareness*

The committee participated in the FDOH "Stomp Out Syphilis" Coalition Launch meeting, along with 70 other community members. The CSWG will share the location of mobile testing units on its Facebook page and is partnering with the coalition on awareness strategies.

Jane Johnson (CSWG) spoke on an expert panel for a WFSU Perspectives show on STIs, and the committee met with Jennie Brock of WellCare Health Plans and Liz Joyner of Village Square to explore opportunities for partnering to raise awareness of STIs and sexual health.



## MEMBERS



*Antoneia Roe, Esq.*  
**COMMITTEE CHAIR**



*Rebekah Dorn, PhD*



*Khari James, Esq.*



*Barbby Moro*



*Janet Robinson*



*Darby Kerrigan Scott, Esq.*

## VIOLENCE AND SAFETY COMMITTEE

The committee met monthly during this commission year, beginning in October 2018. Following a review of the previous year's work and goals of the committee, the commissioners decided to continue the Community Conversations with service providers to explore ways to combat violence against women and girls. Additionally, in response to recent local and national tragedies motivated by violence against women, the committee compiled strategies for addressing gender-based microaggressions to raise public awareness of the continuum of violence and to support early intervention. Local data included below is taken from the Unified Crime Reports published by the Florida Department of Law Enforcement.

### **Sexual Assault and Domestic Violence are Serious Threats to Women Worldwide**

- According to data from the U.S. Department of Justice (USDJ), 85% of domestic violence victims in the U.S. are female, and women are more likely than men to be killed by an intimate partner.
- Of the 10 million people abused by an intimate partner each year in the U.S., women 18-24 are the most common demographic (USDJ).
- Only 34% of people who are injured by an intimate partner seek medical care for their injuries (USDJ).
- In 2018, there were 1,610 reports of domestic violence in Leon County. A total of 498 arrests resulted, or 31%.
- Domestic violence accounted for 12% of violent crime in Leon County in 2018.
- The domestic violence rate for Leon County, while at a five-year low in 2018, is higher than ten years ago, trending upward over the decade. This is true for forcible sex offenses as well.
- The 2018 domestic violence rate for Leon County (550.7) is higher than the state average (503.4).
- In 2018, there were 251 reports of rape in Leon County, up 3.7% from 2017 and a five-year high.
- According to the Rape, Abuse, and Incest National Network, 3 out of 4 sexual assaults go unreported. Only 20% of female college-age students and 32% of female college aged non-students report incidents of sexual assault.
- According to a 2018 United Nations report, 58% of the 87,000 women killed worldwide in 2017 were victims of domestic or family violence. Women in the Americas and Africa are most at risk.

## Why I Serve

*"I want to advocate for the women and girls in our community alongside some of the most passionate and intelligent leaders in our area."*

*- Rebekah Dorn, CSWG Commissioner*

### Learning From Service Providers

The committee held a series of community conversations and workshops to bring together program managers and directors of local organizations serving women and girls experiencing violence. The idea was born out of the #MeToo Community Conversation organized by CSWG last year, which drew a large number of local service providers eager to collaborate and support one another in their work. The committee partnered with United Partners for Human Services (UPHS) in hosting the event series, which was open to local organizations serving women and girls.

Committee members Rebekah Dorn and Darby Kerrigan Scott chaired the first event in February. Lashawn Gordon, then-Program Director of PACE Center for Girls (Leon County), skillfully led the program, which featured breakout small group discussions and a full group discussion of key takeaways and next steps.

Attendees noted the need for victim advocates in the school system, media training for news reporters in appropriate portrayal of women and girls, public school curriculum that addresses social development, parent education regarding effective and healthy discipline strategies and available community resources.

The next event was held as a workshop offered at the United Partners for Human Services annual conference. Attendees discussed community perception and the silencing of violence against women and girls, the need for resource coordination among service providers, lack of perpetrator accountability and the normalizing of violent behavior, survivor needs overwhelming available resources, and the need for community ownership of the issues.

The conference event resulted in the formation of a steering committee—including Refuge House, The Oasis Center for Women & Girls, Pace Center for Girls, and Turn About—to plan future meetings and trainings for service providers. The first training will focus on the establishment and maintenance of professional boundaries to support the longevity of service providers in the field. The training will include a survey of attendees to help determine topics for future trainings and collaborative events.

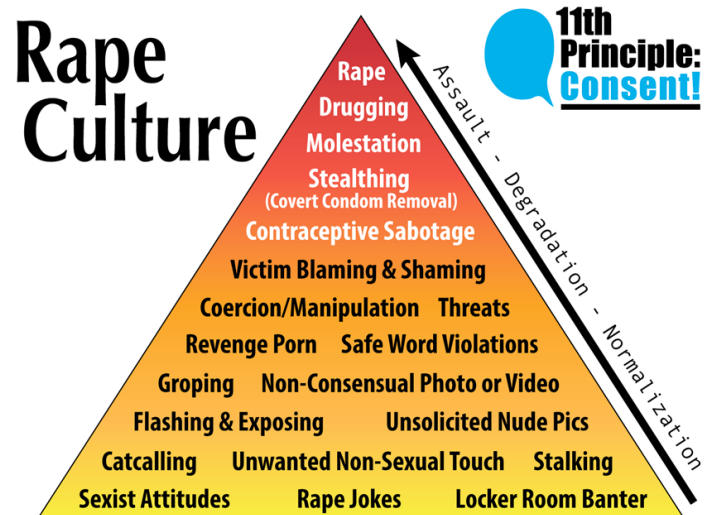
### Calling Attention to the Continuum of Violence

In response to the horrific loss of life by violence targeting women this commission year, the committee worked to call attention to the precursors of tragedy that are often disregarded or dismissed as inconsequential. Grounding "rape culture," the acceptance of sexual violence, in personal behaviors and placing actions and inactions along a community-wide continuum of violence, the committee developed a list of tips for recognizing and

addressing microaggressions, or subtle forms of discrimination against a marginalized group. The list comes from secondary research of existing tools as well as recurring issues identified by service providers attending listening sessions organized by the committee.

In speaking about the Ten Tips for Addressing Microaggressions, included on page 16, committee members note that the inexcusable sexual abuse and rape culture is not something that suddenly occurs. It is bred in a culture that starts with microaggressions such as catcalling or locker room banter. The list of tips identifies implicit bias, victim shaming, toxic masculinity, consent, and courage to initiate difficult discussions.

Personal behaviors can contribute to or mitigate violence in our community. The committee's work this year puts the responsibility on each resident of Tallahassee-Leon County community to reduce and prevent violence against women and girls. The harm in passively excusing these small acts or derogatory comments is that it leads towards more damaging and dangerous extreme behaviors on the continuum of violence.



Tolerance of the behaviors at the bottom supports or excuses those higher up. To change outcomes, we must change the culture.

**If you see something, say something!**  
**Start the conversation today.**

[www.11thPrincipleConsent.org](http://www.11thPrincipleConsent.org)

Posted October 8, 2019

## ADDITIONAL COMMITTEE CONTENT

### Ten Tips for Addressing Microaggressions at Home, Work, and School

While it is common for people to feel that not much can be done individually to stop sexual abuse and violence, everyone can advocate for respectful behavior. Employ the following tips to reduce the incidence and escalation of violence against women in our community.

<b>01 TAKE THE IMPLICIT BIAS TEST</b>	Understand your biases by taking the evidence-based test from Harvard. Consider the changes needed to ensure you're not contributing to toxic behavior.	<b>06 PLACE BLAME WHERE IT BELONGS</b>	When an adult has sex with a minor, it is rape. A child cannot consent and is not responsible for an adult's behavior.
<b>02 CONSIDER THE EFFECTS OF TOXIC MASCULINITY</b>	Watch the Gillette TV ad and have a talk with your family, friends, and colleagues about expectations of men's behavior.	<b>07 DON'T EXCUSE BAD BEHAVIOR</b>	Hold men and boys accountable when they do not treat women and girls with respect. Set a higher standard and better example of acceptable behavior.
<b>03 ATTEND GREEN DOT TRAINING</b>	Attend a bystander training hosted by FSU that empowers students, staff, and faculty to foster a community that does not tolerate violence.	<b>08 HAVE TOUGH CONVERSATIONS</b>	Allow children to engage in hard conversations. Encourage them to be brave and ask questions. Use evidence-based sources to find answers together.
<b>04 KNOW COMMUNITY RESOURCES</b>	Educate yourself about victims' rights and how to connect survivors of violence with area resources.	<b>09 DON'T ASSUME CONSENT</b>	What she wears and how she expresses herself is not an invitation to touch her or make sexual innuendos. Unless expressly given, do not assume consent.
<b>05 BELIEVE SURVIVORS</b>	When a person says she has been victimized, believe her. It is not easy to say. Get her the resources she needs without questioning her motives.	<b>10 RESPECT HER CHOICE</b>	No means no. When said, stop the act immediately. Consent can be withdrawn at any time, even after expressly given.

Tallahassee-Leon County Commission on the Status of Women and Girls, Violence and Safety Committee, 2018-2019

### 2019 Women's Economic Security Summit Steering Committee Members

Amber R. Tynan, CSWG, Summit Chair	Dr. Rebekah Dorn, CSWG, Hospitality Chair	Samantha Vance, CSWG, Speakers & Logistics Chair	Dr. Cicely Walker Brantley, CSWG, Marketing & Communications Chair	Dr. Gwendolyn Singleton, CSWG, Education & Economic Security Chair
Abena Ojetayo, City of Tallahassee	Andy Harrison, Bank of America Foundation	Barbara Boone, Leadership Tallahassee	Brenda Williams, Tallahassee Housing Authority	Cristina Paredes, Office of Economic Vitality
Denise Wilson, Capital City Bank Group	Dot Inman Johnson, Retired City Com- missioner & Mayor	David Hulse, Bank of America	Gina Kinchlow, Big Bend Minority Cham- ber (formerly)	Jim McShane, CareerSource Capital Region
Josie Fliger, Elder Care Services	Keith Bowers, FAMU Small Busi- ness Development Center	Kim Moore, Tallahassee Community College	Kelly Otte, PACE Center for Girls Leon	Kelly Sciba, Florida Commission on the Status of Women
Leslie Powell-Boudreaux, Legal Services of North Florida	Nicole Granger, FMB Bank	Patty Ballantine, Care Point Health & Wellness	Robin Hassler Thompson, Survive & Thrive Advocacy Center	Shelly Bell, Lively Technical College
Dr. Susan Fiorito, FSU / Jim Moran College of Entrepreneurship	Talethia Edwards, Greater Bond Neigh- borhood Association	Tiffany Hamilton, Hamilton Realty Advisors	Tim Center, Capital Area Community Action Agency	Tony Carvajal, Florida Chamber Foundation



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- Weisman, Scott. Leon County GIS Program Coordinator [Personal Communication]. January 2019.

## RECOMMENDED RESOURCES

- 10 Ways STDs Impact Women Differently from Men, CDC: <https://www.cdc.gov/std/health-disparities/stds-women-042011.pdf>
- Florida Department of Law Enforcement Domestic Violence Statistics: <http://www.fdle.state.fl.us/FSAC/Data-Statistics/UCR-Domestic-Violence.aspx>
- Florida’s Sexual Health Education Community Toolkit, Florida Department of Education: [http://www.fldoe.org/core/fileparse.php/5411/urlt/ToolKitF\\_4web.pdf](http://www.fldoe.org/core/fileparse.php/5411/urlt/ToolKitF_4web.pdf)
- Harvard Implicit Association Test: <https://implicit.harvard.edu/implicit/takeatest.html>
- “Our Incel Problem,” Vox: <https://www.vox.com/the-highlight/2019/4/16/18287446/incel-definition-reddit>
- “Shareholder Value is no Longer Everything, Top CEOs Say,” The New York Times: <https://www.nytimes.com/2019/08/19/business/business-roundtable-ceos-corporations.html>
- State-Level Progress in Reducing the Black-White Infant Mortality Gap, United States, 1999-2013, American Journal of Public Health: <https://ajph.aphapublications.org/doi/abs/10.2105/AJPH.2017.303689>
- “We Believe: The Best Men Can Be,” Gillette Short Film: <https://www.youtube.com/watch?v=koPmuEyP3a0>



# CSWG

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

# WOMEN'S ECONOMIC SECURITY SUMMIT

*with Keynote &  
Workshop by  
Phil DeVol,  
co-author of  
Bridges  
to Sustainable  
Communities*

UNIVERSITY CENTER CLUB  
OCTOBER 30, 2019  
8:30 AM - 4:00 PM



**PRESENTED BY:**

**BANK OF AMERICA**



UNIVERSITY  
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THE  
OASIS  
CENTER  
FOR WOMEN & GIRLS



CITY OF  
TALLAHASSEE





## **AGREEMENT FOR STAFFING OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON STATUS OF WOMEN AND GIRLS**

THIS AGREEMENT is entered into this \_\_\_\_ day of October 2019, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the County), the **CITY OF TALLAHASSEE**, a Florida municipal corporation (hereinafter referred to as the “City”), and **THE OASIS CENTER FOR WOMEN & GIRLS, INC.**, a Florida nonprofit corporation (hereinafter referred to as the “Agency”).

**WHEREAS**, the County established the Leon County Commission on the Status of Women & Girls on April 12, 2011 with the adoption of Enabling Resolution R11-14 setting forth the purpose and goals of the Commission, and

**WHEREAS**, on December 13, 2012, the County and the Agency entered into an Agreement for Staffing of the Leon County Commission on Status of Women and Girls for the County fiscal year 2012/2013 (the “Original 12/13 Agreement”); and

**WHEREAS**, the County and City established the Tallahassee-Leon County Commission on the Status of Women and Girls (the “Commission”) with the adoption of a Joint Enabling Resolution, identified by the County as R13-11 and by the City as 13-R-20 (readopted and amended in 15-R-28) (the “Joint Enabling Resolution”), setting forth the purpose and goals of the Commission and effectively dissolving the Leon County Commission on the Status of Women and Girls; and

**WHEREAS**, the County and the City jointly engaged the Agency through a new Agreement for Staffing to continue to provide administrative support to the Commission through the end of the fiscal year 2012/2013; and

**WHEREAS**, the County and City wish to jointly ratify and acknowledge their desire to continue the engagement of the Agency to provide administrative support to the Commission and have each appropriated \$20,000 for staff of the Commission for fiscal year 2019/2020 for a total of \$40,000.

**NOW, THEREFORE**, in consideration of the following mutual covenants and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

### **Article 1. GENERAL CONDITIONS**

1.1. **Scope of Services; Compensation:** In exchange for the County’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) and the City’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) in accordance with Section 1.4.2 below, the Agency shall do, perform and carry out, in a satisfactory and proper manner, as determined by the County and City, administrative support to the Commission which shall include but not be limited to:

1.1.1. Staffing and Scheduling.

1.1.2. Coordination.

1.1.3. Liaison/Communication with the County and City.

1.1.4. Prepare all necessary documents when needed.

1.1.5. Perform all necessary functions and requirements of the Chapter 286 (Sunshine Law), Chapter 112, Part III (Code of Ethics), Chapter 257 (Public Records Retention) and Chapter 119 (Public Records Law) of the Florida Statutes pertaining to the operation of the Commission.

1.1.6. Commission activities, community outreach and promotion of issues affecting women and girls which may include printing, website development and maintenance, holding community forums, and other related expenses.

1.1.7. Conduct research and development at the direction of the Commission, with the expectation that approximately one-half, or TEN THOUSAND and 00/100 DOLLARS (\$10,000.00) of the funding provided by the County for the Agency's administrative support to the Commission will be allocated to such research and development.

1.2. **Reporting:** The Agency shall provide both a mid-year and annual report to the County and the City including the Commission's budget, expenditures, and a summary of the Commission's activities. The mid-year report shall be provided by the 1st day of April 2020.

1.3. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks of the Commission as outlined in the Joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls, a copy of which is attached hereto as Exhibit "A" and by reference is made a part hereof.

1.4. **Time of Performance and Payment:** The time within which this Agreement shall be performed and the method of payment for compensation shall be as follows:

1.4.1. Time of Performance. The County, the City, and the Agency hereby ratify and acknowledge the Agency's receipt of a written notice to proceed with the commencement of the Scope of Services effective October 1, 2019. All work and services required by this Agreement shall be performed between **October 1, 2019, and September 30, 2020**, unless the Commission is earlier dissolved by the County and the City or unless otherwise mutually agreed to in writing by the County, the City, and the Agency.

1.4.2. Payment. The County and City shall, no later than 30 days after executing this Agreement, pay as compensation to the Agency the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00), respectively for services to be provided for fiscal year 2019/2020.

1.4.2.1. In the event the Commission is dissolved, or the Agency's work and services are otherwise fully performed, prior to the end of a fiscal year for which the Agency has received an advance payment for compensation, the Agency shall reimburse the County and City in an amount pro-rated for the portion of the fiscal year during which the Agency's services will no longer be provided.

1.5. **Personnel and Subcontracting:**

1.5.1. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services as described in Section 1.1 above. Such personnel shall not be employees of or have any contractual relationship with the County and City.

1.5.2. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local law, statutes, and ordinances to perform such work or services.

1.5.3. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the County and City.

1.6. **Amendments:** The parties may, from time to time, amend this Agreement. Such amendments must be mutually agreed upon in writing by the County, the City and the Agency and set forth in a written document executed by duly authorized representatives of the parties to this Agreement.

1.7. **Termination of Contract for Cause:** If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, provisions, or stipulations of this Agreement, the County and/or City shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. Notwithstanding such termination, the Agency shall be and remain liable to the County and/or City for all damages sustained by, and costs or expenses incurred by the County and/or City by virtue of any breach of the Agreement by the Agency.

1.8. **Termination of Contract for Convenience of County:** The County may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.9. **Termination of Contract for Convenience of City:** The City may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.10. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County and City.

1.11. **Indemnification of the County:** The Agency shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the County, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend County funds to complete or correct such performance, the Agency, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

1.12. **Indemnification of the City:** The Agency shall indemnify, save and hold the City, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the City, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend City funds to complete or correct such performance, the Agency, upon demand by the City, shall refund and reimburse the City for all sums so reimbursed or expended by the City.

1.13. **Attorney Fees:** Nothing in this Agreement shall be construed to deny either party the right to seek any remedies that may be available to that party, at law or in equity, including but not limited to awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement; provided, however, that nothing in this paragraph shall be construed to be a waiver of the County and/or City's sovereign immunity.

## **Article 2. ASSURANCES**

2.1. **Equal Employment Opportunity:** The Agency shall comply with the prohibition against employment discrimination in Chapter 9, Leon County Code of Laws (the "Human Rights Code") by not engaging in the unlawful employment practices set forth in Article II therein on the basis of age, race, color, religion, national origin,

ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. Such unlawful employment practices include, but are not limited to, (i) failing or refusing to hire, discharge, promote, or otherwise discriminate against an individual with respect to compensation or the terms, conditions, or privileges of employment, or (ii) limiting, segregating, or classifying an employee in a way which would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status of an employee. In addition, the Agency shall abide by any other employment discrimination prohibitions as provided by any other applicable laws. The Agency shall post in conspicuous places, available to employees and applicants for employment, any employment discrimination notices as provided by the County and/or the City setting forth the provisions of a nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.

2.2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 (P.D. 88-352) and in accordance with Section 109 of the Housing and Community Development Act of 1974, as amended, and with all requirements imposed by or pursuant to that Act. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the County and City.

2.3. **Interest of Members of the County and Others:** No officer, member or employee of the County and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.4. **Interest of Members of the City and Others:** No officer, member or employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.5. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.

2.6. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy and audit by the County, City, or its authorized representatives. The Agency shall preserve and make its records available to the County, City and its authorized representatives until the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.

2.7. **Public Records Related to Contractual Services:** The Agency shall:

2.7.1. Keep and maintain those records that ordinarily and necessarily would be required by the County and/or the City in order to perform the Services under this Agreement, hereinafter "Public Records".

2.7.2. Provide the public with access to public records on the same terms and conditions that the County or City would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statutes, or as otherwise provided by law.

2.7.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

2.7.4. Meet all requirements for retaining public records and transfer, at no cost, to the County and the City all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County and the City in a format that is compatible with the information technology systems of the County and the City.

2.7.5. **IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 606-5300, [PEEPLESH@LEONCOUNTYFL.GOV](mailto:PEEPLESH@LEONCOUNTYFL.GOV), 301 SOUTH MONROE STREET OR (850) 891-8535, [ALISON.FARIS@TALGOV.COM](mailto:ALISON.FARIS@TALGOV.COM), 300 SOUTH ADAMS STREET.**

2.8. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

IN WITNESS THEREOF, the County, the City and the Agency have executed this Agreement as of the date first above written.

**THE OASIS CENTER FOR WOMEN &  
GIRLS, INC.:**

\_\_\_\_\_  
Witness as to Agency                      By: \_\_\_\_\_

\_\_\_\_\_  
(Type or print name and title of signatory)

\_\_\_\_\_  
Witness as to Agency

**LEON COUNTY, FLORIDA**

ATTEST:  
GWEN MARSHALL,  
CLERK OF THE COURT  
LEON COUNTY, FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_  
Vincent S. Long, County Administrator

APPROVED AS TO FORM:  
LEON COUNTY ATTORNEY'S OFFICE

\_\_\_\_\_  
Herbert W.A. Thiele, Esq.  
County Attorney

**CITY OF TALLAHASSEE**

ATTESTED BY:

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

By: \_\_\_\_\_  
Reese Goad  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Cassandra K. Jackson  
City Attorney



CITY RESOLUTION NO. 13-R-20  
**RESOLUTION NO. 13- 11**

**A JOINT RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
OF LEON COUNTY, FLORIDA, AND THE CITY OF TALLAHASSEE  
COMMISSION TO ESTABLISH AN ADVISORY COMMITTEE WHICH  
SHALL BE NAMED THE TALLAHASSEE-LEON COUNTY COMMISSION  
ON THE STATUS OF WOMEN AND GIRLS AND WHICH SHALL  
OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.**

**WHEREAS**, the Board of County Commissioners of Leon County, Florida (the “Board”), and the City of Tallahassee Commission (the “Commission”) recognizes and acknowledges the importance of public involvement and input in County and City governments; and

**WHEREAS**, women and girls make up more than half of the population in Tallahassee/Leon County; and

**WHEREAS**, while there has been significant progress made, there is still work to be done before women and girls achieve economic, education, and employment parity; and

**WHEREAS**, we must understand the current challenges that face our female citizens in order to best equip women and girls with the knowledge, skills, and equal access to reach for the promise of tomorrow; and

**WHEREAS**, in order for the Board and the Commission to consider the input of the public in the matter of the status of women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic, security, access to justice, freedom from violence and more, the Board and Commission wish to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution” (“Board-Appointed Advisory Committees”) and in accordance with City Commission Policy No. 110, Citizen Advisory Boards Guidelines.

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

1. The Board and the Commission hereby establish an advisory committee, to be named the Tallahassee-Leon County Commission on the Status of Women and Girls (the “Committee”), for the purpose of promoting matters pertaining to the status of women and girls in Tallahassee, Leon County.
2. The Committee shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees” and City Commission Policy No. 110, Citizen Advisory Guidelines.
3. The Committee shall have as its goal the promotion of awareness on issues that affect women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence, and more.
4. The Committee shall be charged with the responsibility of providing input and recommendations to the Board and the Commission, as needed, on approaches with which to address issues affecting women and girls in Tallahassee, Leon County.
5. The Committee shall provide an annual written report to the Board and the Commission.
6. The Committee shall have twenty-one (21) members to be appointed as follows:
  - a. Seven (7) shall be appointed by the Board. Each County Commissioner shall appoint one (1) member.
  - b. Seven (7) shall be appointed by the Commission. The Mayor and each commissioner shall appoint one (1) member; the remaining two (2) appointments shall be made by the full Commission.

- c. Seven (7) members shall be appointed by the Committee and ratified by the Board and the Commission.
  - d. Each member shall serve a two-year term; however, the following committee appointments shall be made for an initial term of one (1) year: County Commission Districts 1, 3 and 5; City Commission Seats 2, and 4, and a full Commission appointment; and four appointments by the Committee. After the initial appointments, all terms shall be for two (2) years.
7. The members of the Committee shall not be subject to full and public disclosure of financial interests.
8. Members of the Committee appointed by the Board may not serve more than three consecutive terms. Members of the Committee appointed by the Commission may not serve more than two consecutive terms.
9. The Committee shall be assisted by the staff of the Oasis Center for Women & Girls, Inc. pursuant to a separate agreement with Leon County and the City of Tallahassee.
10. The Committee shall be dissolved only upon direction of the Board and the Commission.
11. This Resolution shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the Board of County Commissioners of Leon County, Florida, this 12<sup>th</sup> day of March, 2013 and by the City Commission of the City of Tallahassee this 13<sup>th</sup> day of March, 2013.



ATTESTED BY:

BY: John Stott, Deputy Clerk  
Bob Inzer  
Clerk of the Circuit Court

LEON COUNTY, FLORIDA

BY: Nicholas Maddox, Chairman  
Board of County Commissioners

APPROVED AS TO FORM:

Leon County Attorney's Office  
Leon County, Florida

BY: Herbert W. A. Thiele  
Herbert W. A. Thiele  
County Attorney

CITY OF TALLAHASSEE, FLORIDA

ATTESTED BY:

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

BY: John R. Marks, III  
John R. Marks, III  
Mayor

APPROVED AS TO FORM:

BY: Lewis E. Shelley  
Lewis E. Shelley  
City Attorney

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CITY TREASURER-CLERK  
2013 APR 11 PM 2:31

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #6**

# Leon County Board of County Commissioners

## Agenda Item #6

October 15, 2019

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

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

**Title:** Ratification of Board Actions Taken at the September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities

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

### **Statement of Issue:**

This agenda item seeks ratification of Board actions taken at the September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities.

### **Fiscal Impact:**

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

### **Staff Recommendation:**

- Option #1: Ratify the actions taken by the Board at the September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities.
- Option #2: Authorize the County Administrator to extend the existing contract for state lobbying services with Capitol Alliance Group, in a form approved by the County Attorney, for \$70,000 annually for an additional one-year term.
- Option #3: Authorize the County Administrator to extend the existing contract for federal lobbying services with Squire Patton Boggs, in a form approved by the County Attorney, for \$100,000 annually for an additional one-year term.

## Report and Discussion

### **Background:**

Each year, the Board conducts a workshop with staff on the County's state and federal legislative priorities. On September 24, 2019, the Board held a workshop to discuss the legislative priorities for the 2020 Florida Legislative Session and the Second Session of the 116<sup>th</sup> Congress.

### **Analysis:**

Staff provided the Board with a report on nine appropriations requests, fourteen projects for potential grant funding, seven state policy issues, and three federal policy issues proposed for the 2020 state and federal legislative sessions.

#### *Appropriations Requests:*

The appropriations requests approved by the Board were as follows:

<b><u>Request:</u></b>	<b><u>Amount:</u></b>	<b><u>Project Phase:</u></b>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Mitigation/Retrofit – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$350,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$1 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design/Permit/Land Acquisition
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction

In addition, during the Workshop the Board directed staff to include a request for \$450,000 from the Florida Legislature to support the Florida African American Historic Preservation Network (FAAHPN). The FAAHPN is a professional association of African American heritage museums in Florida organized in 2001 by the John Gilmore Riley Center Museum in Leon County. If this request is funded by the Legislature, a portion of the funding would be allocated to the Riley Center Museum to administer the FAAHPN.

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

#### *Projects for Potential Grant Funding:*

Leon County has been successful in recent years securing funding through the Florida Department of Transportation (FDOT) Five-Year Work Program, the Springs Restoration Matching Grant Program administered by the Northwest Florida Water Management District (NFWFMD) and the Florida Department of Environmental Protection (FDEP). The workshop recommended continuing

the County's successful strategy of pursuing grant funding where appropriate, which best aligns major County projects with the most likely sources of state funding. The grant projects approved by the Board were as follows:

<b><u>Request:</u></b>	<b><u>Amount:</u></b>	<b><u>Project Phase:</u></b>
Leon South Regional Water System	\$750,000	Design/Construction
Veterans Memorial Drive (CR 59) Bridge Replacement	\$530,000	Design/Construction
Capital Cascades Trail Segment 3D RSF	\$5.1 million	Construction
Capital Circle Southwest	\$10 million	Construction
Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million	Construction
Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million	Design
Orange Avenue Widening & Beautification	\$3.3 million	Design
Lake Lafayette St. Marks Regional Linear Park	\$750,000	Land Acquisition
St. Marks Headwaters Greenway Trails	\$800,000	Construction
Williams Landing Improvements	\$450,000	Design & Construction
Coe Landing Improvements	\$200,000	Design & Construction
Fred George Greenway Boardwalk & Observation Decks	\$650,000	Design & Construction
J. Lee Vause Park Boardwalk & Observation Decks	\$650,000	Design & Construction
Hazard and Flood Mitigation Projects	TBD*	All Phases*

*\* Staff is currently in the process of identifying and prioritizing hazard and flood mitigation projects consistent with the County's Local Mitigation Strategy for potential grant funding. The Board adopted the most recent update to the Local Mitigation Strategy at the July 11, 2017 meeting.*

#### *Policy Requests:*

The Board discussed state and federal policy issues that are expected to be considered during the 2020 legislative session. Staff presented seven state policy issues and three federal policy issues specific to Leon County. The issues presented by staff to the Board for the County's legislative priorities are as follows:

#### State Policy Issues:

1. Support the protection of the state workforce and oppose any reductions to state employee benefits.
2. Support the revision of Section 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.
3. Support the Gulf Coast Working Group's efforts to restore passenger rail service in the Gulf Coast region.
4. Oppose legislation that further restricts local government's ability to regulate and preserve canopy road systems.



5. Oppose legislation that proposes the relocation of the state capital.
6. Oppose statutory changes to Section 790.06, F.S. that would allow the concealed carrying of weapons into college or university facilities.
7. Support the Florida Association of Counties 2019-2020 legislative efforts unless specific issues conflict with Leon County's interests.

Federal Policy Issues:

1. Support the Gulf Coast Rail Service Working Group's Final Report and expansion of federal funding through programs such as CRISI and REG to restore passenger rail service in the Gulf Coast region.
2. Support the City of Tallahassee's application for a Foreign Trade Zone at the Tallahassee International Airport.
3. Support the National Association of Counties 2019-2020 legislative efforts unless specific issues conflict with Leon County's interests.

Representatives from both Capitol Alliance Group and Squire Patton Boggs gave remarks regarding the upcoming state legislative session and the 116th Congress (2<sup>nd</sup> Session), respectively. Staff will prepare the Board's legislative priorities in a Quick Reference Guide to assist Commissioners and the lobbying team in advocating for the Board's priorities.

In addition to the appropriations and policy issues listed above, during the Workshop the Board directed staff to include an additional federal policy priority in Leon County's 2020 State and Federal Legislative Priorities:

- **Supplemental Disaster Recovery Assistance**

Issue: From time to time, Congress may appropriate supplemental funding to provide additional assistance to communities severely impacted by a presidentially declared disaster. On Oct. 10, 2018, Hurricane Michael made landfall near Mexico Beach, Florida, as a category 5 hurricane, causing far-reaching and catastrophic damage throughout the Florida Panhandle and Big Bend region. Additional federal appropriations are needed to assist communities impacted by Hurricane Michael in achieving a full recovery.

County Position: Support the appropriation of supplemental disaster recovery assistance funds for areas impacted by Hurricane Michael.

Also, during the Sept. 24 Regular Meeting, the Board directed staff to include the following state policy issue:

- **Removal of Racially Restrictive Language in Residential Recording Instruments**

Issue: In the 1930s, a Federal Housing Administration (FHA) grant required certain restrictions be imposed on property owners in subdivisions being developed throughout the country before those owners could obtain FHA loans. As a result of this program, suburbs or neighborhoods were created that restricted any race, except Caucasians, to reside in

those neighborhoods. In 1948, the United States Supreme Court held that the enforcement of racially restrictive covenants violates the United States Constitution and ruled that those covenants are unenforceable. In 1968, the Federal fair Housing Act made the practice of writing racially restrictive covenants into recording instrument on real property illegal. However, these documents remain in the Official Records and are often circulated as part of the title history to prospective purchasers of real property. During the September 24 Regular Meeting, the Board adopted a resolution supporting the work of the Task Force for the Removal of Racially Restrictive Language in all Residential Covenants in Tallahassee, in their efforts to remove racially restrictive language in all residential recording instruments on real property in Leon County.

County Position: Support legislation that facilitates the removal of racially restrictive language in all residential recording instruments on real property. (*Add new legislative priority statement in State Policy Issues*)

*Lobbying Contracts:*

Leon County utilizes contract lobbying services at the state and federal levels to further the County's legislative goals and in pursuit of appropriations for key local projects. The County's current state and federal lobbying contracts with the Capitol Alliance Group and Squire Patton Boggs, respectively, may both be extended for two additional one-year terms at the sole option of the County. At the Workshop, the Board authorized the County Administrator to extend both contracts for one additional year.

**Options:**

1. Ratify the actions taken by the Board at the September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities.
2. Authorize the County Administrator to extend the existing contract for state lobbying services with Capitol Alliance Group, in a form approved by the County Attorney, for \$70,000 annually for an additional one-year term.
3. Authorize the County Administrator to extend the existing contract for federal lobbying services with Squire Patton Boggs, in a form approved by the County Attorney, for \$100,000 annually for an additional one-year term.
4. Board direction.

**Recommendation:**

Options #1, #2 and #3

Attachment:

1. September 24, 2019 Workshop on the 2020 State and Federal Legislative Priorities

# Leon County Board of County Commissioners

## Workshop

September 24, 2019

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

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

**Title:** Workshop on the 2020 State and Federal Legislative Priorities

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

### **Statement of Issue:**

This workshop item seeks the Board's approval of recommended state and federal legislative priorities for the 2020 Florida Legislative Session and the second session of the 116<sup>th</sup> Congress.

### **Fiscal Impact:**

This item has a fiscal impact. Funding for state and federal contract lobbying services is included in the tentative FY 2019-2020 budget. Additionally, this item recommends requests for state and federal appropriations as well as substantive policy positions that seek to avoid unfunded mandates and cost shifts to the County.

### **Staff Recommendation:**

- Option #1: Approve the 2020 State and Federal Legislative Priorities, as amended by the Board.
- Option #2: Authorize the County Administrator to extend the existing contract for state lobbying services with Capitol Alliance Group, in a form approved by the County Attorney, for \$70,000 annually for an additional one-year term.
- Option #3: Authorize the County Administrator to extend the existing contract for federal lobbying services with Squire Patton Boggs, in a form approved by the County Attorney, for \$100,000 annually for an additional one-year term.

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## **Report and Discussion**

### **Background:**

Each year, the Board conducts a workshop with the County's legislative staff and contract lobbyists to develop priorities for the upcoming state and federal legislative sessions. This workshop enables the County's legislative team to receive important guidance from the Board regarding priority legislative issues and directs the County's lobbying efforts for the upcoming year at both the state and federal level. In recent years, the Board has directed staff to refine the County's substantive policy priorities only to the most pressing issues and to support the Florida Association of Counties (FAC) and National Association of Counties (NACo) in achieving their respective legislative goals. Consistent with this direction, staff is seeking Board approval of the County's 2020 State and Federal Legislative Priorities, comprised of the state and federal policy and appropriations issues proposed herein.

### **Analysis:**

The 2020 Florida Legislative Session will be held from January 14 through March 13, 2020, with interim committee weeks beginning in September. The second session of the 116<sup>th</sup> U.S. Congress will convene in January 2020. Similar to previous years, the policy and appropriations priorities recommended in this workshop item are organized to target the County's most pressing issues and best align with the anticipated priorities of the 2020 state and federal legislative sessions. As discussed in further detail below, these include:

- 9 legislative appropriation requests;
- 14 County projects for potential state and/or federal grant funding;
- 7 state-level legislative policy priorities, including support of the FAC 2020 Legislative Priorities, for the 2020 Florida Legislative Session; and
- 3 federal legislative policy priorities, including support of the NACo 2020 Legislative Priorities, for the second session of the 116<sup>th</sup> United States Congress.

Additionally, the Legislature's Office of Economic and Demographic Research (EDR) released new revenue estimates for FY 2020 and 2021, reflecting a reduction of \$867.7 million in revenue collections over the next two years than projected earlier this year. Heading into the 2020 session, the EDR is again projecting a slim budget surplus of \$289.3 million, and the Legislature may seek to once again shift costs to local governments in the form of unfunded mandates and/or further cut state spending to balance the state budget. Following this Workshop, staff will continually keep the Board apprised of updated state revenue estimates through the weekly *Capitol Update* newsletter throughout the legislative session.

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Given the narrow budget surplus projected by EDR, the Legislature is not likely to provide substantial funding for direct legislative appropriations in support of local projects. In recent years, the Legislature has reduced funding for local projects in lieu of existing grant programs administered through the executive branch. Accordingly, the list of projects that staff is recommending the County pursue for direct legislative funding reflect those that best align with the anticipated priorities of the Legislature during the 2020 session.

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

The Board may wish to add, remove, and/or amend legislative priorities as deemed appropriate for the County's 2020 State and Federal Legislative Priorities. Upon Board approval, staff and the County's contract lobbying teams will pursue all of the priority issues approved by the Board. Notwithstanding this, staff will assign priority to any issue that the Board designates to receive a special level of attention in the upcoming legislative cycle.

In addition to the issues specific to Leon County identified herein by staff, much of the County's legislative advocacy each session is focused on issues of statewide importance in conjunction with FAC. FAC will finalize its 2020 legislative program during the 2019-20 Legislative Conference in Broward County, which will take place November 20 through November 22, 2019. The statewide issues identified by the FAC membership will assist staff in identifying the most critical issues facing counties during the state legislative session.

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

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**PROPOSED APPROPRIATIONS REQUESTS**  
**2020 STATE & FEDERAL LEGISLATIVE SESSION:**  
*(Complete information on each request is included in Attachment #1)*

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

The following list reflects a concise, targeted set of County projects that best align with the anticipated priorities of the Legislature during the 2020 session (for complete information on each, see Attachment #1):

<b><u>Request:</u></b>	<b><u>Amount:</u></b>	<b><u>Project Phase:</u></b>
Backup Generator – Secondary Special Needs Shelter	\$300,000	Capital/Fixed Assets
Mitigation/Retrofit – Branch Libraries and Community Centers	\$1 million	Capital/Fixed Assets
Leon Works Expo and Junior Apprenticeship	\$100,000	Program Funding
Orchard Pond Greenway Trail, Phase II	\$350,000	Design/Permitting
Lake Henrietta Renovation	\$1.5 million	Design/Construction
Fords Arm/Lexington Tributary Restoration	\$1 million	Construction
Centerville Trace Septic-to-Sewer Project	\$1 million	Design/Permit/Land Acquisition
Harbinwood Estates Septic-to-Sewer Project	\$2.5 million	Design/Permit/Land Acquisition
Fred George Wetland Restoration	\$1 million	Construction

In recent years, community partner agencies have sought and received funding for projects that have aligned with the Board's adopted legislative priorities. For instance, the Bethel Ready4Work program successfully sought legislative funding in recent years to support its offender reentry services. Also, during the 2019 Legislative Session, the Apalachee Center received funding to support mental and behavioral health treatment services. Accordingly, in addition to the proposed Leon County appropriations requests listed above, staff recommends that the County support community partners' funding requests to the extent that they do not conflict with the County's priorities.

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

In recent years, the Florida Legislature and the Governor's Office have placed a greater emphasis on grant programs through the executive branch and coordination with state agencies to help fund infrastructure projects. Governor Ron DeSantis' line-item vetoes totaled over \$130 million for FY 2019-20, specifically striking projects that bypassed state agency review or that would not benefit the State as a whole. This year, staff anticipates the Legislature and Governor to maintain this emphasis on funding through grant programs and state agencies. Accordingly, staff is seeking Board direction to continue pursuing grant funding for the County projects in the following list.

<b><u>Request:</u></b>	<b><u>Amount:</u></b>	<b><u>Project Phase:</u></b>
Leon South Regional Water System	\$750,000	Design/Construction
Veterans Memorial Drive (CR 59) Bridge Replacement	\$530,000	Design/Construction
Capital Cascades Trail Segment 3D RSF	\$5.1 million	Construction
Capital Circle Southwest	\$10 million	Construction
Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million	Construction
Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million	Design
Orange Avenue Widening & Beautification	\$3.3 million	Design
Lake Lafayette St. Marks Regional Linear Park	\$750,000	Land Acquisition
St. Marks Headwaters Greenway Trails	\$800,000	Construction
Williams Landing Improvements	\$450,000	Design & Construction
Coe Landing Improvements	\$200,000	Design & Construction
Fred George Greenway Boardwalk & Observation Decks	\$650,000	Design & Construction
J. Lee Vause Park Boardwalk & Observation Decks	\$650,000	Design & Construction
Hazard and Flood Mitigation Projects	TBD*	All Phases*

*\* Staff is currently in the process of identifying and prioritizing hazard and flood mitigation projects consistent with the County's Local Mitigation Strategy for potential grant funding. The Board adopted the most recent update to the Local Mitigation Strategy at the July 11, 2017 meeting.*

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

Like most legislation, Leon County's policy requests are generally incremental in nature, focusing on issues specific to Leon County that are built upon over the course of several legislative sessions. Some of Leon County's policy priorities have traditionally been perennial, such as advocating for protection of the state workforce in Leon County and opposing efforts by the Legislature to erode or pre-empt counties' home rule authority. Staff also annually evaluates the trends and issues affecting all County programs and services to identify potential legislative policy priorities. Statewide significant substantive issues range from maintaining the County's home rule authority

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to the state's current fiscal challenges and efforts to further reduce the size and scope of state government. Once again, the state's current fiscal challenges are likely to dominate the Legislature's time this year. Leon County's lobbying team will monitor the budgetary and programmatic decisions made by the Legislature to determine their impact, if any, on local governments in the form of cost shifts or unfunded mandates. In addition to the substantive issues identified by the County, staff works closely with FAC to identify developing issues that affect counties during the legislative session. In many cases, the County joins FAC to advocate for or against initiatives that would substantially impact counties.

Following is a list of the proposed Leon County 2020 state legislative policy requests. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

### **Protection of the State Workforce**

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

During the 2017 Legislative Session and for the first time in eight years, funding for an across the board pay raise for over 97,000 state employees was included in the FY 2017-18 state budget. State employee pay raises were effective October 1, 2017; however, the general pay increase was linked to reforms to the state's health insurance and the Florida Retirement System (FRS). During the 2019 session, funds were not appropriated in the state budget for an across-the-board salary increase for state employees, although the final did include targeted salary increases for select groups of state employees. Staff will continue to monitor for any legislation affecting state employee pay and benefits, and will advocate on behalf of policies that benefit state employees during the 2020 session.

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

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

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



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

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

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

### **Amtrak Passenger Rail Restoration**

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

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

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

### **Canopy Roads Protection**

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

In recent years, the County's longstanding canopy road protections have been threatened by attempts to further erode the home rule authority of local governments. During the 2019 Legislative Session, the Legislature passed HB 1159, which in part prohibits local governments from requiring a permit for the pruning, trimming, or removal of trees on residential property that have been certified to present a danger to persons or property. The bill prohibits a local government from requiring a property owner to replant a tree that was maintained according to these provisions. HB 1159 also removes the requirement that a property owner receive approval by the local government before requesting an electric utility to maintain vegetation in the adjacent utility right-of-way. During the 2020 session, staff will continue to closely monitor similar legislation and engage the Canopy Roads Committee through calls-to-action and by providing opportunities to advocate for the continued protection of our canopy roads.

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

### **Relocation of the State Capital**

Issue: Leon County and Tallahassee have a long and proud history of being home to Florida's state government since 1824, when Tallahassee was selected as the capital of the Territory of Florida. For nearly 200 years, the Leon County-Tallahassee community and the State of Florida have enjoyed a symbiotic relationship, which has provided considerable support to the conduct of state government and development of public policy. While the concept of relocating the state capital surfaced previously in 1900 and again in 1967; however, voters and legislators have consistently rejected the idea, as it would be immensely costly and disruptive to state government while providing no appreciable benefit to the citizens of Florida. During the 2018 Legislative Session, HB 1335 sought the creation of a task force to identify and consider options for the relocation of the state capitol building; the offices of the Governor, Lieutenant Governor, and Cabinet officers; and the legislative branch of Florida's state government. Along with the deleterious impacts on state government, relocation of the capital would have an irreparable

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economic impact on Leon County, Tallahassee, and surrounding communities. Accordingly, in January 2018, the Leon County Citizens Charter Review Committee sent a letter in opposition of HB 1335 to the members of Leon County's legislative delegation. Similar legislation has already been filed for the upcoming 2020 Legislative Session. In the Senate, SB 112 was filed seeking a capital relocation study to be conducted through the Office of Program Policy Analysis and Government Accountability.

Action: Oppose legislation that proposes the relocation of the state capital.

### **Public Safety on College and University Campuses**

Issue: In light of the acts of mass violence that have recently occurred across the country, the Legislature is expected to once again devote considerable attention to gun control and mental health issues this year. Gun rights legislation has taken a prominent role during recent legislative sessions, with a broad variety of bills introduced each year addressing how and where firearms can be carried in Florida, including college and university campuses. Under current law, it is illegal for a person to carry a weapon onto a college or university campus, regardless of whether that person holds a concealed carry permit. In 2015, the Board unanimously approved a resolution supporting Florida State University, Florida A&M University, and Tallahassee Community College in their unified opposition to allowing concealed weapons on university and college campuses. This has also been a top priority of the Board during previous legislative sessions.

Gun rights legislation has already been to be filed for the upcoming 2020 Legislative Session. This includes HB 6001, which would allow concealed carry licensees to carry firearms into college or university facilities. Staff will continue to monitor this legislation as well as similar gun-related measures filed for the 2020 session.

Action: Oppose statutory changes to Section 790.06, F.S. that would allow the concealed carrying of weapons into college or university facilities.

### **Florida Association of Counties (FAC) Issues**

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

Annually, FAC hosts the Innovation & Policy Conference and Legislative Conference to develop and finalize FAC's legislative policies for the upcoming legislative session. The Innovation & Policy Conference, which will take place September 25 through September 26, 2019, will highlight several policy issues facing counties across the state that will be debated and discussed to determine the

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most critical issues facing counties during the upcoming session. Generally, these are issues of broad statewide appeal, such as the opposition of unfunded mandates or cost shifts to counties, growth management, revenue-sharing, and water management issues. FAC will finalize its 2020 legislative program during the 2019-20 Legislative Conference in Broward County, which will take place November 20 through November 22, 2019. The statewide issues identified by the FAC membership will assist staff in identifying the most critical issues facing counties during the state legislative session. Accordingly, staff recommends the Board's support of the 2020 FAC legislative program unless specific issues conflict with Leon County's interests.

Action: Support the Florida Association of Counties' 2020 legislative platform.

### **PROPOSED POLICY REQUESTS**

#### **116<sup>TH</sup> UNITED STATES CONGRESS, SECOND SESSION:**

Each year staff evaluates the trends and issues affecting all County programs and services to identify potential policy or substantive legislative issues at the federal level. Most substantive issues affecting the County at the federal level are coordinated through the County's National Association of Counties (NACo) representation. Squire Patton Boggs, the County's federal contract lobbying firm, works closely with staff on select federal policy issues and priorities that have been identified by the Board. Staff coordinates regularly with the County's federal lobbying team by phone and e-mail to strategize on key federal budget issues and to identify new federal grant opportunities that could potentially fund County project requests. In addition, the federal lobbying team assists staff in preparing monthly updates to the Board on federal legislative activities.

On September 9, 2019, Congress reconvened from its August Recess and have begun negotiations on spending levels for FY 2020. Just prior to the recess, Congress reached a 2-year budget agreement that would suspend the debt limit and increase discretionary spending caps by \$320 billion through FY 2021. While the House passed 10 of its 12 appropriation bills prior to recess, the Senate did not advance any spending bills, opting to wait until reaching a budget agreement. A full update on federal legislative and regulatory activities since Spring 2019 is included as Attachment #2 to this Workshop item.

Following are the proposed Leon County 2020 federal legislative policy requests for the second session of the 116<sup>th</sup> Congress. Each request provides a brief overview of the issue and indicates the specific recommended legislative action.

#### **Amtrak Passenger Rail Restoration**

Issue: As described in the previous section of this workshop item, Congress approved the Passenger Rail Reform and Investment Act of 2015, establishing the Gulf Coast Rail Service Working Group (GCRSWG) to evaluate the restoration of intercity passenger rail service in the Gulf Coast region between New Orleans and Orlando. In 2016, Amtrak visited each of the suspended service station areas along the Gulf

Coast route to examine the existing conditions of the station areas and worked with the Southern Rail Commission to identify new ideas for intercity passenger rail.

In July 2017, following the tours, the GCRSWG presented a final report to Congress identifying possible track improvements, capacity cost assessments, and operational readiness of the station areas. The report identifies short-term and long-term phase projects to enhance platform safety conditions and other “state of good repairs”, cost estimates for suspended stations, and capacity assessment findings related to restoring passenger service conducted by CSX. While securing the necessary funds for both capital improvements and covering projected operating losses has been a key challenge to implementing the restored passenger rail service, the report identifies various federal funding opportunities to support restoration efforts.

More recently, on June 7, 2019, the SRC was awarded \$33 million in grant funding through the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program to support major infrastructure and capacity improvements identified in the GCRSWG’s final report. The funding, which will be matched with commitments from Amtrak, the state of Mississippi and Louisiana, and other public and private partners, will support the first segment of restoration of regular daytime passenger service through Louisiana (New Orleans) and Mississippi (Bay St. Louis, Gulfport, Biloxi, and Pascagoula). The SRC plans to have this segment of restoration completed in two years and continues to advocate for continued support and funding of the remaining restoration needs in the Gulf Coast region.

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

### **Foreign Trade Zone Application**

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

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In 2014, the Tallahassee City Commission authorized staff to pursue the creation of a FTZ at the Tallahassee International Airport. The City is currently in coordination with U.S. Customs and Border Protection to finalize the formal application to establish a FTZ. Final approval of the application is estimated to take up two years; however, the City is working to expedite the approval process. As this coordination continues, the City is currently beginning the design of the new International Passenger Processing Facility which is anticipated to be complete in the next year. Upon the completion of construction documents and dedication of funding, construction of the facility will begin and is anticipated to take up to 18 months to complete.

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

### **National Association of Counties (NACo) Issues**

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

- *Waters of the U.S.*

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

On February 28, 2017, President Trump released the executive order, "Restoring the Rule of Law, Federalism, and Economic Growth by Reviewing the 'Waters of the U.S.' Rule." Following the executive order, the EPA and Corps signed a notice initiating the first step of a two-step process to review and rewrite the rule. NACo submitted comments expressing concerns about the impact a broader interpretation of WOTUS may have on county-owned and maintained roads and roadside ditches, bridges, flood

control channels, drainage conveyances and wastewater and stormwater systems.

On September 12, 2019, the EPA and Corps issued a final rule repealing WOTUS. In December 2018, the EPA and Corps proposed a new definition – the second step of the process outlined in the 2017 Executive Order – that would clearly define where federal jurisdiction begins and ends in accordance with the Clean Water Act and Supreme Court precedent. NACo advocates for the rewriting of the WOTUS Rule in a way that recognizes counties' role as owners of key public safety and water infrastructure and as intergovernmental partners in implementing federal regulations under the Clean Water Act.

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

Roughly 62% of counties in the United States have federal land within their boundaries. Although counties are required to provide essential services for federal land, they are unable to collect property tax on that land. For the past 40 years, the PILT program has provided funding to counties and municipalities to offset lost tax revenue from federal land within their respective boundaries. For FY 2019, Congress fully funded PILT at \$515 million.

Additionally, rural counties and schools have historically relied on a share of receipts from timber harvests on federal land. More recently, the SRS program was established to provide assistance to these localities that have been affected by a decline in revenue from timber harvests to supplement local funding for education services and roads. SRS expired at the end of FY 2018, which will create dramatic budgetary shortfalls if Congress fails to renew this long-standing federal obligation to county governments. Enactment of a sustainable long-term program to share revenues generated from the management of designated federal lands with forest counties and schools will ensure that students receive essential education services and rural communities have critical funding for roads, conservation projects, search and rescue missions and fire prevention programs.

Leon County has historically received funding from the federal government through these programs due to the portion of Apalachicola National Forest located in the County. NACo supports federal legislation that includes full mandatory funding for PILT and reauthorization of SRS in the FY 2019 appropriations package and supports a long-term sustainable strategies for both programs.

- *Collection of Sales Tax on Remote Transactions*

In 1992, a U.S. Supreme Court ruling restricted state and local governments from collecting sales tax from remote online vendors without a physical presence in the respective state, and instead required consumers who bought goods online to remit applicable sales taxes individually. As this provision has been largely unheeded and unenforced, this resulted in state and local governments relying on consumers to voluntarily remit sales taxes. An estimated \$400 million in potential revenue is lost each year the tax goes uncollected; however, congressional legislation that would allow state and localities to collect taxes on online sales has failed to gain traction pass both chambers.

In June 2018, in the absence of federal legislative action, the Supreme Court overturned the precedent ruling enabling each state to decide whether to enforce sales tax collection on remote purchases. Under this framework, a state may pass legislation requiring remote sellers to remit sales tax to the state individually, even if a vendor has no physical presence in the state. Given the state-by-state development of this legislation, however, any state's law could potentially be challenged and deemed unenforceable – which would result in a large share of uncollected tax revenue each year. In response, congressional legislation (the Remote Transactions Parity Act in the House and the Marketplace Fairness Act in the Senate) has sought to establish a national framework allowing states and localities to collect taxes on online sales and potentially recoup the billions in revenue lost every year. Staff recommends the Board's support of NACo's continued coordination with Congress to ensure codifying legislation grants counties the authority to enforce the collection of local sales taxes from remote sellers.

- *Reauthorization of the National Flood Insurance Program*

The National Flood Insurance Program (NFIP) provides affordable insurance coverage to property owners for damages and losses due to catastrophic flooding. Administered through FEMA, the NFIP is the primary source of flood insurance coverage for residential properties in the United States; however, the program is currently operating under a short-term extension that will expire on September 30, 2019. If not reauthorized, the NFIP's authority to provide new flood insurance contracts would expire and authority to borrow funds from the Treasury would be reduced from \$30.425 billion to \$1 billion, causing significant concerns due to the mandatory purchase requirement, which is generally met through NFIP coverage. The current short-term extension through September provides Congress additional time to work toward a long-term reauthorization of the program. NACo supports a long-term reauthorization ensuring the program is accessible and affordable for all county residents.



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### **Community Legislative Dialogue Meetings:**

For the past nine years, the County has hosted Community Legislative Dialogue (CLD) Meetings to engage and coordinate with community partners and local organizations in identifying shared interests to monitor throughout each legislative session. Representatives from several community organizations participate in these meetings, including representatives from the Leon County Legislative Delegation, higher education institutions, the Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce, the City of Tallahassee, Leon County School Board, Constitutional Officers, Tallahassee Memorial Hospital, and several others. During staff's presentation of the 2019 Florida Legislative Session Final Report at the July 9, 2019 meeting, the Board directed staff to schedule the Community Legislative Dialogue Meeting for the 2020 legislative session to be held on Friday, February 14, 2020 at 9:00 a.m.

### **Status of State and Federal Lobbying Contracts:**

Leon County utilizes contract lobbying services at the state and federal levels to further the County's legislative goals and in pursuit of appropriations for key local projects. The County's current state lobbying contract with the Capitol Alliance Group is for \$70,000 annually and is set to expire on September 30, 2019. The contract may be extended for two additional one-year terms at the sole option of the County (Attachment #3). At the federal level, the County's current lobbying contract with Squire Patton Boggs is for \$100,000 and is set to expire on December 31, 2019, also with two additional one-year extensions at the County's option (Attachment #4). The County has enjoyed longstanding successful relationships with Capitol Alliance Group since 2008 and with Squire Patton Boggs since 2002.

The County's contract lobbying firms provide a daily presence by advocating the County's legislative priorities with the County's legislative delegation and other legislative leaders. In addition, the County's contract lobbyists participate in Community Legislative Dialogue Meetings, assist in facilitating meetings across branches of government to resolve key issues, and assist with building and maintaining multi-year relationships with state and federal agencies. The practice of retaining contract lobbyists at the state and federal levels is common among local governments and serves to ensure that the County can leverage these relationships to effectively advocate for the County's legislative interests. In recent years, Capitol Alliance Group and Squire Patton Boggs have helped to secure state funding for the Leon Works Expo and Junior Apprenticeship; advocated for congressional appropriations to support the construction of the Tallahassee National Cemetery in Leon County; and facilitated several meetings with key state and federal agency representatives to advance the County's interests, such as expediting FEMA disaster reimbursements and identifying potential grant funding for County projects. Staff recommends the Board authorize the County Administrator to extend both contracts for one additional year.

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**Options:**

1. Approve the 2020 State and Federal Legislative Priorities, as amended by the Board.
2. Authorize the County Administrator to extend the existing contract for state lobbying services with Capitol Alliance Group, in a form approved by the County Attorney, for \$70,000 annually for an additional one-year term.
3. Authorize the County Administrator to extend the existing contract for federal lobbying services with Squire Patton Boggs, in a form approved by the County Attorney, for \$100,000 annually for an additional one-year term.
4. Do not approve the 2020 State and Federal Legislative Priorities.
5. Board direction.

**Recommendation:**

Options #1, #2, and #3

**Attachments:**

1. 2020 State and Federal Legislative Appropriation Requests
2. Squire Patton Boggs Summer 2019 Federal Update
3. State Lobbying Services Agreement with Capitol Alliance Group
4. Federal Lobbying Services Agreement with Squire Patton Boggs

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

# Leon County Board of County Commissioners

## Agenda Item #7

October 15, 2019

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

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

**Title:** Consideration to Not Reschedule the Workshop on the Leon County Detention Facility Operations

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Teresa Broxton, Director, Office of Intervention and Detention Alternatives Andy Johnson, Assistant to the County Administrator

### **Statement of Issue:**

This agenda item requests the Board's consideration to not reschedule the Workshop on the Leon County Detention Facility Operations. Since the Workshop was initially scheduled, the Board has considered subsequent agenda items containing information and analysis on the issues that the Board requested be addressed in the Workshop.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Do not reschedule the Workshop on the Leon County Detention Facility Operations.

## **Report and Discussion**

### **Background:**

This item requests the Board's approval to not reschedule the Workshop on the Leon County Detention Facility Operations. The Board previously scheduled this Workshop for October 29, 2019; however, as reflected in a separate agenda item and pending the Board's approval, interviews with finalists for the County Attorney position would conflict with this Workshop. As detailed in the Analysis section below, subsequent to the scheduling of the Workshop on the Leon County Detention Facility Operations, the Board has received several agenda items providing analysis on the issues that the Board requested be addressed in the Workshop.

### **Analysis:**

During the March 12, 2019 meeting, the Board accepted the Supervised Pretrial Release Program 2018 Annual Report (Attachment #1). During discussion on that item, the Board reflected on the cost to house offenders in the Detention Facility who have not been formally sentenced by the State, as well as how the County's Supervised Pretrial Release Program helps to mitigate these costs, and how local offender reentry programs further serve individuals discharged from the Detention Facility. The Board directed staff to schedule a workshop reviewing operations at the Leon County Detention Facility to examine these issues further.

Since the Workshop on the Leon County Detention Facility Operations was initially scheduled, several agenda items have been presented to the Board containing information and analysis that would also be included in the Workshop. At the April 23, 2019 Budget Workshop, the Board received an additional update on the Supervised Pretrial Release Program (Attachment #2) that included an analysis of new guidelines issued by Chief Judge Sjostrom for pretrial release within the Second Judicial Circuit. These guidelines establish the criteria for evaluating defendants' eligibility for pretrial release. As indicated in the Supervised Pretrial Release Program 2018 Annual Report, 1,332 of the 10,014 defendants booked into the Leon County Detention Facility in 2018 (13.3%) were placed within the Supervised Pretrial Release Program. This represents an additional 148 defendants (11%) more than the total supervised during the previous year. The new guidelines issued by Chief Judge Sjostrom, which took effect April 15, 2019, are intended to reduce the number of people who are detained in custody because they cannot afford the monetary bond imposed as a condition of their release. Based upon these new guidelines, approximately half of the pretrial defendants who would previously be held in custody are expected to be released and assigned to the Supervised Pretrial Release Program. As indicated in the April 23 Budget Workshop, staff will work with the Sheriff's Office in monitoring the changes to the jail population and provide an update as part of the FY 2020/2021 budget development process.

Additionally, at the September 17, 2019 meeting, staff presented a comprehensive report on the pre-arrest and post-arrest criminal justice diversion programs available within Leon County (Attachment #3). Both of these programs are designed to manage detention costs and the Detention Facility inmate population by providing eligible misdemeanor offenders with an opportunity to avoid the full and often long-term effects of criminal prosecution by participating in counseling or other training programs designed to address the behaviors that led to the criminal charge. As

discussed in the status report, nearly 300 offenders have been referred to the pre-arrest diversion program and an additional 2,300 offenders were referred to and successfully completed the post-arrest diversion program in 2018.

With regard to reentry services, at the October 15 meeting, the Board will also receive an update on two reentry programs available to inmates discharged to Leon County – the Leveraging Interventions for Transformations (LIFT) Program administered by DISC Village, Inc. and the Bethel Ready4Work Program. Both programs provide employability-skills training, life-skills training, substance abuse education/counseling, and vocational training to inmates who are nearing the end of their sentence or recently released, to assist them in gaining skill sets that would help them to obtain and sustain lawful employment, thereby reducing the likelihood of their return to jail.

Finally, during the 2017 Annual Retreat, the Board requested that the Leon County Sheriff provide regular public safety updates regarding the progress on addressing crime, including data and metrics. The Sheriff will provide a public safety update to the Board in the fall, and staff will coordinate with the Sheriff to include relevant updates regarding operations and programs associated with the Leon County Detention Facility.

In light of the information recently provided to the Board and attached to this agenda item, the Board may wish to cancel the Workshop on the Leon County Detention Facility Operations. Alternatively, should the Board wish to proceed with the Workshop, the Board's calendar reflects that Tuesday, December 10, 2019 from 1:00 p.m. to 3:00 p.m. is available.

**Options:**

1. Do not reschedule the Workshop on the Leon County Detention Facility Operations.
2. Reschedule the Workshop on the Leon County Detention Facility Operations to December 10, 2019 at 1:00 p.m.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

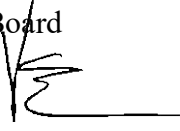
1. Supervised Pretrial Release Program 2018 Annual Report – March 12, 2019 Regular Meeting
2. Pretrial Release Program Fees – April 23, 2019 Budget Workshop
3. Status Report on Leon County's Adult Civil Citation Program and Marijuana Reform – September 17, 2019 Regular Meeting

# Leon County Board of County Commissioners

## Agenda Item #14

March 12, 2019

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

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

**Title:** Supervised Pretrial Release Program 2018 Annual Report

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Teresa Broxton, Director, Office of Intervention and Detention Alternatives James Crum, Pretrial Supervisor

### **Statement of Issue:**

As required by Florida Statute, this item seeks Board acceptance of the Supervised Pretrial Release Program 2018 Annual Report and authorization to submit the report to the Clerk of Circuit Court and Comptroller.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the Supervised Pretrial Release Program 2018 Annual Report (Attachment #1) and authorize staff to submit to the Clerk of Circuit Court and Comptroller for Leon County.

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## **Report and Discussion**

### **Background:**

Section 907.43, Florida Statutes, cited as the “Citizens’ Right to Know Act,” requires Pretrial Release Programs to provide an annual report to the Board of County Commissioners and the Clerk of Circuit Court and Comptroller for Leon County. The report must identify program activities, funding sources, the number of defendants assessed after arrest and the number ordered into the Pretrial Release Program by the court (Attachment #1).

Additionally, the Citizens’ Right to Know Act requires all Pretrial Release Programs submit as part of the report, a listing of the name and case number of each defendant that violated the terms of release by one of the following: a warrant issued for failing to appear in Court; booked into the detention facility for a new arrest; committed a technical violation of pretrial release conditions (Attachment #1).

Leon County’s Supervised Pretrial Release Program is an alternative to monetary bail for defendants who are likely to appear in court and unlikely to present a danger to the community if released. Administrative Order 2018-06 (Attachment #2) serves as the guiding document for the Pretrial Release Program to ensure the consistent, objective application of criteria when considering a defendant’s eligibility for pretrial release and the appropriate conditions of release.

Using a standard evaluation tool, the Administrative Order provides Pretrial Release Program staff the authority to evaluate all person arrested and booked into the detention facility and charged with a second-degree nonviolent felony or lesser offense. Those meeting the court-approved criteria may be released and monitored for compliance with the conditions of release by Pretrial Release staff until the case is disposed.

### **Analysis:**

The following analysis summarizes the calendar year 2018 Supervised Pretrial Release Program activities between January 1 and December 31, 2018:

- A total of 10,014 defendants were arrested and booked into the Leon County Detention Facility; of that total 2,029 were interviewed by Pretrial Release staff, (captured personal, demographic, and criminal history information).
- Of the 2,029 interviewed, 1,018 were further evaluated for release in accordance with criteria outlined in the Administrative Order 2018-06.
- 1,332 defendants were placed into the Supervised Pretrial Release Program. This figure represents an additional 148 defendants (11%) more than the total supervised during the previous year.
- Of the 1,332 accepted into the supervised pretrial release program,
  - 70 % or 931 of the supervised defendants had no violations, were still enrolled, or had completed the program as of the end of the calendar year.



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- 30% or 401 of the supervised defendants violated the pretrial release conditions. Of the total violated:
  - 18% were for technical reasons such as failing to abstain from or testing positive for illegal drugs or alcohol or failing to adhere to curfew.
  - 5% committed a new law offense.
  - 7% failed to appear for a court hearing.

As previously stated, Florida Statutes require the Pretrial Release Program to collect and report this data annually. Upon approval by the Board, the Supervised Pretrial Release Program 2018 Annual Report will be submitted to the Clerk of the Circuit Court and Comptroller.

**Options:**

1. Accept the Supervised Pretrial Release Program 2018 Annual Report (Attachment #1) and authorize staff to submit to the Clerk of Court and Comptroller for Leon County.
2. Do not accept the Supervised Pretrial Release Program 2018 Annual Report.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Supervised Pretrial Release Program 2018 Annual Report
2. Administrative Order 2018-06

*LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
SUPERVISED PRETRIAL RELEASE PROGRAM  
ANNUAL REPORT*



*January 1, 2018 – December 31, 2018*

In compliance with Section 907.043, Florida Statutes

SUPERVISED PRETRIAL RELEASE PROGRAM 2018 ANNUAL REPORT

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In compliance with Section 907.043, Florida Statutes, also known as the Citizens' Right-to-Know Act, each pretrial release program must submit an annual report for the previous calendar year to the governing body and to the Clerk of the Circuit Court in the county where the pretrial release program is located. The annual report must be submitted no later than March 31<sup>st</sup> of every year. This report is submitted in compliance with the aforementioned legislation. The information requested by the Statute, which is in bold letters and italicized, is included prior to each response. The Statute is also attached for reference.

***4(b)1. The name, location, and funding sources of the pretrial release division, including the amount of public funds, if any, received by the pretrial release division.***

The Leon County Supervised Pretrial Division is located at 501-C Appleyard Drive, Tallahassee, Florida 32304.

Funding sources for the Supervised Pretrial Release (SPTR) Division include local general revenue totaling \$1,098,223.54 and an anticipated reimbursement of \$38,356 from the Justice Assistance Grant.

***2. The operating and capital budget of each pretrial release program receiving public funds***

The operating budget from public funds was \$1,098,223.54; there was no capital cost associated with the program.

***3a. The percentage of the pretrial release program's total budget representing receipt of public funds***

The percentage of the pretrial release program's total budget representing receipt of public funds was 92%.

***b. The percentage of the total budget which is allocated to assisting defendants obtain release through a nonpublicly funded program.***

Revenues were not allocated to assist defendants to obtain release through a non-publicly funded program.

***c. The amount of fees paid by defendants to the pretrial release program.***

A total of \$208,849 was collected from pretrial release defendants; of which 101,714.00 was paid by defendants to the pretrial release program for services which included a \$40 monthly assessment for the cost of supervision; electronic monitoring through Secure Continuous Remote Alcohol Monitor (SCRAM) units at \$12 per day; and Global Positioning Satellite (GPS) units at \$9.00 per day. The remaining \$107,135.00 paid by pretrial release defendants covered the costs associated with additional court-imposed conditions such as urinalyses at \$20 per test or alcohol breathalyzers at \$5 per test.

**4. *The number of persons employed by the pretrial release program.***

The number of persons employed by the Division totaled 14 staff members during 2018. This included one full-time equivalent (FTE) employee funded through a grant. SPTR staff was responsible for all administrative and operations tasks.

**5. *The number of defendants interviewed and assessed for pretrial release.***

The number of defendants interviewed and assessed for pretrial release totaled 1,018.

**6. *The number of defendants recommended for pretrial release.***

In accordance with Administrative Order No. 2018-06, Uniform Bond Schedule and Pretrial Release Procedures, Second Judicial Circuit, Florida, which governs SPTR operations, Program staff did not recommend defendants for pretrial release. All defendants authorized to participate in the Leon County's Supervised Pretrial Release Program were admitted through Judicial Order.

**7. *The number of defendants for whom the pretrial release program recommended against non-secured release.***

In accordance with Administrative Order No. 2018-06, Program staff did not recommend defendants against non-secured release.

**8. *The number of defendants granted non-secured release after the pretrial release program recommended non-secured release.***

In accordance with Administrative Order No. 2018-06 and as stated in number 6 above, staff did not recommend defendants for pretrial release.

**9. *The number of defendants assessed and interviewed for pretrial release who were declared indigent by the court.***

As the pretrial program is dictated by Administrative Order No. 2018-06, indigent status was not assessed at time of interview.

**10. *The name and case number of each person granted nonsecured release who:***

- a. Failed to attend a scheduled court appearance.***
- b. Was issued a warrant for failing to appear.***
- c. Was arrested for any offense while on release through the pretrial release program.***

In compliance with subsection 4(b)10, the *List of Violators* is attached and answers these questions.

SUPERVISED PRETRIAL RELEASE PROGRAM 2018 ANNUAL REPORT

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***11. Any additional information deemed necessary by the governing body to assess the performance and cost efficiency of the pretrial release program.***

The following is provided as additional information:

- a. 515 defendants were granted non-secured release to the Supervised Pretrial Division between January 1 and December 31, 2018. An additional 817 defendants who were also required to post a bond, were accepted into the Division during this same period.
- b. The average daily operating cost of the jail per inmate was \$81.34. The cost of using the SPTR as an alternative cost is \$6.10 per day. The Program diverted an estimated total of 179,945 inmate days from the Leon County Detention Facility. This resulted in a daily savings of \$75.24. The total cost savings was \$13,539,062.



February 26, 2019

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### Title XLVII CRIMINAL PROCEDURE AND CORRECTIONS

### Chapter 907 PROCEDURE AFTER ARREST

[View Entire Chapter](#)

#### **907.043 Pretrial release; citizens' right to know.—**

(1) This section may be cited as the "Citizens' Right-to-Know Act."

(2) As used in this section, the term:

(a) "Nonsecured release" means the release of a defendant from pretrial custody when no secured surety or cash bond is required as a condition of the release.

(b) "Pretrial release program" means an entity, public or private, that conducts investigations of pretrial detainees, makes pretrial release recommendations to a court, and electronically monitors and supervises pretrial defendants. However, the term "pretrial release program" shall not apply to the Department of Corrections.

(c) "Register" means a public record prepared by a pretrial release program which furnishes specified data and is readily available to the public at the office of the clerk of the circuit court.

(d) "Secured release" means the release of a defendant from pretrial custody with a financial guarantee, such as cash or a surety bond, required as a condition of the release.

(3)(a) Each pretrial release program must prepare a register displaying information that is relevant to the defendants released through such a program. A copy of the register must be located at the office of the clerk of the circuit court in the county where the program is located and must be readily accessible to the public.

(b) The register must be updated weekly and display accurate data regarding the following information:

1. The name, location, and funding source of the pretrial release program.
2. The number of defendants assessed and interviewed for pretrial release.
3. The number of indigent defendants assessed and interviewed for pretrial release.
4. The names and number of defendants accepted into the pretrial release program.
5. The names and number of indigent defendants accepted into the pretrial release program.
6. The charges filed against and the case numbers of defendants accepted into the pretrial release program.
7. The nature of any prior criminal conviction of a defendant accepted into the pretrial release program.
8. The court appearances required of defendants accepted into the pretrial release program.
9. The date of each defendant's failure to appear for a scheduled court appearance.

10. The number of warrants, if any, which have been issued for a defendant arrested for failing to appear at a scheduled court appearance.

11. The number and type of program noncompliance infractions committed by a defendant in the pretrial release program and whether the pretrial release program recommended that the court revoke the defendant's release.

(4)(a) No later than March 31 of every year, each pretrial release program must submit an annual report for the previous calendar year to the governing body and to the clerk of the circuit court in the county where the pretrial release program is located. The annual report must be readily accessible to the public.

(b) The annual report must contain, but need not be limited to:

1. The name, location, and funding sources of the pretrial release program, including the amount of public funds, if any, received by the pretrial release program.

2. The operating and capital budget of each pretrial release program receiving public funds.

3.a. The percentage of the pretrial release program's total budget representing receipt of public funds.

b. The percentage of the total budget which is allocated to assisting defendants obtain release through a nonpublicly funded program.

c. The amount of fees paid by defendants to the pretrial release program.

4. The number of persons employed by the pretrial release program.

5. The number of defendants assessed and interviewed for pretrial release.

6. The number of defendants recommended for pretrial release.

7. The number of defendants for whom the pretrial release program recommended against nonsecured release.

8. The number of defendants granted nonsecured release after the pretrial release program recommended nonsecured release.

9. The number of defendants assessed and interviewed for pretrial release who were declared indigent by the court.

10. The number of defendants accepted into a pretrial release program who paid a surety or cash bail or bond.

11. The number of defendants for whom a risk assessment tool was used in determining whether the defendant should be released pending the disposition of the case and the number of defendants for whom a risk assessment tool was not used.

12. The specific statutory citation for each criminal charge related to a defendant whose case is accepted into a pretrial release program, including, at a minimum, the number of defendants charged with dangerous crimes as defined in s. [907.041](#); nonviolent felonies; or misdemeanors only. A "nonviolent felony" for purposes of this subparagraph excludes the commission of, an attempt to commit, or a conspiracy to commit any of the following:

a. An offense enumerated in s. [775.084](#)(1)(c);

b. An offense that requires a person to register as a sexual predator in accordance with s. [775.21](#) or as a sexual offender in accordance with s. [943.0435](#);

c. Failure to register as a sexual predator in violation of s. [775.21](#) or as a sexual offender in violation of s. [943.0435](#);

d. Facilitating or furthering terrorism in violation of s. [775.31](#);

e. A forcible felony as described in s. [776.08](#);

f. False imprisonment in violation of s. [787.02](#);

g. Burglary of a dwelling or residence in violation of s. [810.02](#)(3);

h. Abuse, aggravated abuse, and neglect of an elderly person or disabled adult in violation of s. [825.102](#);

- i. Abuse, aggravated abuse, and neglect of a child in violation of s. [827.03](#);
  - j. Poisoning of food or water in violation of s. [859.01](#);
  - k. Abuse of a dead human body in violation of s. [872.06](#);
  - l. A capital offense in violation of chapter 893;
  - m. An offense that results in serious bodily injury or death to another human; or
  - n. A felony offense in which the defendant used a weapon or firearm in the commission of the offense.
13. The number of defendants accepted into a pretrial release program with no prior criminal conviction.
14. The name and case number of each person granted nonsecured release who:
- a. Failed to attend a scheduled court appearance.
  - b. Was issued a warrant for failing to appear.
  - c. Was arrested for any offense while on release through the pretrial release program.
15. Any additional information deemed necessary by the governing body to assess the performance and cost efficiency of the pretrial release program.

**History.**—s. 1, ch. 2008-224; s. 4, ch. 2018-127.



Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year:2018  
List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
ASH, CLARENCE	89289			11/01/18	
Case Number	Charge				
2018CF2956A1	AGGRAVATED BATTERY WITH A DEADLY WEAPON				
2018MM3426A1	POSSESSION OF CANNABIS LESS THAN 20 GRAMS				
ASHLEY, BREY'ON	251386		05/05/18		
Case Number	Charge				
2017CF2672A1	AGGRAVATED ASSAULT WITH FIREARM				
BAILEY, IRA	229852			01/23/18	
Case Number	Charge				
2017CF4134A1	FAILURE OF SEXUAL OFFENDER TO REPORT				
BARBER, MELISA	143132			06/21/18	
Case Number	Charge				
2018CT1025A1	NO VALID DRIVER'S LICENSE				
2018CT1025A2	POSSESSION OF CANNABIS				
2018CT1025A3	POSSESSION OF PARAPHERNALIA				
BERNARD, TAMIKA	253954			07/18/18	
Case Number	Charge				
2018CT339A1	DRIVING UNDER THE INFLUENCE WITH BREATH ALCOHOL OF .15 OR HIGHER				
BLANKENSHIP, NATASHA	227102			04/12/18	
Case Number	Charge				
2018CF256A1	GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
2018CF256A2	POSSESSION OF PARAPHERNALIA				
BLOODWORTH, CHAD	257430			12/27/18	
Case Number	Charge				
2018MM3346A1	FTA/PETIT THEFT				
BOICE, ROBERT	255508	10/02/18		09/24/18	10/02/18
Case Number	Charge				
2018MM2456A1	FTA/TRESPASS IN STRUCTURE				
BROWN, FANIKO	230004			08/01/18	
Case Number	Charge				
2018HH319A1	SCRAM SUPERVISION				
BROWN, JUDAH	254704		04/14/18		
Case Number	Charge				

## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

501-C Appleyard Drive, Tallahassee, FL 32304

Year:2018

## List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF1183A1	VOP/GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
BRYANT, SHANA	187774	11/29/18			11/29/18
Case Number	Charge				
2018CF676A1	FTA/CHILD ABUSE				
BUNCH, SHANI	107200		07/26/18		
Case Number	Charge				
2018MM1202A1	CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
BUTA, MICHAEL	254994	06/12/18		06/11/18	06/12/18
Case Number	Charge				
2018CF1386A1	VOP/FTA/COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2018CF1386A2	VOP/FTA/UTTERING				
BUTLER, DEREK	152476			11/15/18	
Case Number	Charge				
2018CF3145A2	GRAND THEFT OF MOTOR VEHICLE				
2018CF3145A3	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF3145A4	POSSESSION OF PARAPHERNALIA				
CAMPBELL, EDDIE	240669		02/26/18		
Case Number	Charge				
2016MM461A1	POSSESSION OF CANNABIS				
2016MM461A2	RESISTING OFFICER WITHOUT VIOLENCE				
2017MM3470A1	RESISTING OFFICER WITHOUT VIOLENCE				
2018CT420A1	MOVING TRAFFIC VIOL OPERATE MOTOR VEHICLE WO VALID LICENSE				
CANNON, ANTWOINE	256565	10/09/18		09/13/18	10/09/18
Case Number	Charge				
2018MM2649A1	FTA/ASSAULT				
CAPP, WILLIAM STILES	253016		02/27/18		
Case Number	Charge				
2018CF503A1	POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
2018CF503A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF503A3	POSSESSION OF PARAPHERNALIA				
2018CF503A4	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF503A5	NARCOTIC EQUIP-POSSESS AND OR USE				
CARRIN, BOBBIE	249290	10/30/18			10/30/18
Case Number	Charge				
2018MM938A1	FTA/VOP/PETIT THEFT				

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501-C Appleyard Drive, Tallahassee, FL 32304

Year:2018

## List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018MM2967A1	PETIT THEFT				
CARTER MCKIBBEN, JAMISON	185276			10/02/18	
Case Number	Charge				
2018CF2596A1	CULTIVATION OF CANNABIS				
CHRISTENSEN, JAMES	218372	04/10/18			04/10/18
Case Number	Charge				
2011CT1664A1	FTA/DRIVING UNDER THE INFLUENCE				
CLAYTON, KEITH	257398		12/28/18		
Case Number	Charge				
2018CF3874A1	DISORDERLY CONDUCT				
2018CF3874A2	RESIST OFFICER WITH VIOLENCE				
2019MM60A1	RESISTING OFFICER WITHOUT VIOLENCE				
2019MM60A2	DISORDERLY CONDUCT				
COALE, BRENDA	50885			01/31/18	
Case Number	Charge				
2017CT2892A1	DRIVING UNDER THE INFLUENCE				
COHELL, SCOTT	253274			07/26/18	
Case Number	Charge				
2018MM776A1	VOP/BATTERY				
COLLINS, DELENA	174530		12/17/18		
Case Number	Charge				
2018CF2719A1	NONMOVING TRAFFIC VIOL DRIVE WHILE LIC SUSP HABITUTAL				
2018CT1925A1	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF3604A1	AGGRAVATED ASSAULT WITH DEADLY WEAPON				
2018CF3604A2	BATTERY ON PERSON 65 YOA OR OLDER				
CRAWFORD, RHONDA	257606	12/12/18			12/12/18
Case Number	Charge				
2018CF3652A1	FTA/BATTERY ON PERSON 65 YOA OR OLDER				
2018CF3652A2	FTA/BATTERY				
CROMARTIE, JAMIRA	194294		04/19/18		
Case Number	Charge				
2018CF770A1	POSSESSION OF CANNABIS WITH INTENT TO SELL				
2018CF770A2	MAINTAINING PLACE WHERE CONTROLLED SUBSTANCE ARE USED				
2018CF770A3	POSSESSION OF PARAPHERNALIA				

## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

501-C Appleyard Drive, Tallahassee, FL 32304

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
DAVIS, ERIC	253484	03/06/18			03/06/18
Case Number	Charge				
2018MM503A1	FTA/PETIT THEFT				
DAVIS, JAZMIN	252247		03/12/18		
Case Number	Charge				
2017MM3373A1	DISORDERLY CONDUCT				
DAVIS, KAMERIN	234246			06/19/18	
Case Number	Charge				
2018MM1045A1	CARRYING A CONCEALED WEAPON				
DECOURSEY, DAMIAN	245750	01/30/18			01/30/18
Case Number	Charge				
2017MM4003A1	FTA/POSSESSION OF PARAPHERNALIA				
2017MM4003A2	FTA/POSSESSION OF CANNABIS				
EDWARDS, DEXTER	250868		03/18/18		
Case Number	Charge				
2018MM544A1	CONTEMPT OF COURT - VIOL INJ WIN 500 FT PET RESID SCHE OR EMPLOY				
2018CF938A1	VOP/TRESPASSING OCCUPIED DWELLING				
2018CF938A3	VIOLATION OF STALKING INJUNCTION				
ELLINGTON, JEROME	163883		03/19/18		
Case Number	Charge				
2017CF3518A1	FAILURE TO REGISTER AS A CAREER OFFENDER				
FARRENS, GREGORY	256047			08/19/18	
Case Number	Charge				
2018CF2368A1	CHILD ABUSE				
FAULKS, TASHEKA	99463			03/27/18	
Case Number	Charge				
2018CF743A1	VOP/POSSESSION OF COCAINE				
FRANKLIN, GENESIS	162571	02/14/18	02/22/18		02/14/18
Case Number	Charge				
2017MM3811A1	FTA/BATTERY				
FRAZIER, VIVILORIA	172972	09/04/18		08/22/18	09/04/18
Case Number	Charge				
2018MM2424A1	FTA/TRESPASSING FAIL TO LEAVE PROPERTY UPON ORDER BY OWNER				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
FRY, NATASHA	253971		05/15/18		
Case Number	Charge				
2018CF574A1	VOP/CHILD NEGLECT				
2018CF574A2	POSSESSION OF CANNABIS				
FULGHUM, ARNELL	216102			05/10/18	
Case Number	Charge				
2017CF3883A1	DOMESTIC BATTERY BY STRANGULATION				
FULLER, TAWANA	91499			11/13/18	
Case Number	Charge				
2018MM2344A1	PROSTITUTION				
2018MM2344A2	POSSESSION OF PARAPHERNALIA				
GANT-MCCLENTON, BRANDAN	252347			12/13/18	
Case Number	Charge				
2017MM3472A1	FTA/MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
GAVIN, DONTARIUS	243099		09/19/18		
Case Number	Charge				
2018MM2851A1	CONTEMPT OF COURT VIOLATION INJUNCTION PROTECTION DOMESTIC VIOLENCE				
2018MM2851A2	RESISTING OFFICER WITHOUT VIOLENCE				
GONZALEZ, BRENDA	257574	11/27/18			11/27/18
Case Number	Charge				
2018MM3455A1	FTA/DOMESTIC BATTERY				
2018CF3651A2	FTA/GRAND THEFT				
2018CF3651A3	FTA/UTTERING				
2018CF3651A4	FTA/UTTERING				
2018CF3651A5	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2018CF3651A6	FTA/POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
GRAY, KATHLEEN	250830			09/12/18	
Case Number	Charge				
2018MM2315A1	FTA/BATTERY				
GREEN, ANTONIO	254536		06/08/18		
Case Number	Charge				
2018CF1045A1	CARRYING A CONCEALED FIREARM				
2018CF1045A2	GRAND THEFT OF FIREARM				
GREEN, NICHOLAS	238617		02/07/18		

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
Case Number	Charge				
2017CT3011A1	DUI .15 OR HIGHER OR WITH PERSON UNDER 18 1ST OFFENSE				
2017CT3011A2	DUI AND DAMAGE PROPERTY OR PERSON OF ANOTHER				
GREENE, MILTON	1880			07/03/18	
Case Number	Charge				
2018CF1150A1	FAILURE OF SEXUAL OFFENDER TO REPORT				
GULLEY, XAVIER	249026		07/19/18		
Case Number	Charge				
2018CF1537A1	BATTERY				
HADLEY, NATTIE	54696	03/27/18	04/25/18		03/27/18
Case Number	Charge				
2018MM820A1	FTA/TRESPASS ON PROPERTY AFTER WARNING				
HAMMER, JASON	256401	09/04/18			09/04/18
Case Number	Charge				
2018MM2503A1	FTA/TRESPASSING STRUCTURE OR CONVEYANCE				
HARRIS, NACOLE	257547	11/13/18			11/13/18
Case Number	Charge				
2018MM3437A1	FTA/PETIT THEFT				
HARRIS, SUMMER	228971			05/17/18	
Case Number	Charge				
2018CF1430A1	POSSESSION OF METHAMPHETAMINE				
2018CF1430A2	POSSESSION OF PARAPHERNALIA				
2018CF1774A1	POSSESSION OF METHAMPHETAMINE				
HIGHTOWER, WANNA	247851			05/10/18	
Case Number	Charge				
2018CF1417A1	UTTERING				
HILAIRE, DAVID	256135			07/31/18	
Case Number	Charge				
2018MM2284A1	VOP/DOMV/ BATTERY TOUCH OR STRIKE				
HOLT, NATHANIEL	166176			12/12/18	
Case Number	Charge				
2018CF3697A1	FTA/GRAND THEFT				
2018CF3697A2	FTA/POSSESSION OF METHAMPHETAMINE				

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Year:2018

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
HUGHES, CHARLES	224208		05/23/18		
Case Number	Charge				
2018CF1431A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1431A2	POSSESSION OF PARAPHERNALIA				
HUNT, HOLLY	247694	01/22/18			01/22/18
Case Number	Charge				
2017CF3624A1	FTA/FELONY THEFT				
JACKSON, MATTHEW	253299			01/10/18	
Case Number	Charge				
2017MM4300A1	PETIT THEFT (VALUE GREATER THAN \$100)				
JACKSON, RICARDO	127486	12/13/18			12/13/18
Case Number	Charge				
2014CF1634C1	FTA/RACKETEERING				
2014CF1634C10	FTA/CONSPIRACY TO ENGAGE IN RACKETEERING ACTIVITY				
JARAMILLO-RAMIREZ, LUIS	254907		05/10/18		
Case Number	Charge				
2018CF1334A1	ASSAULT				
2018CF1334A2	CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
JARVIS, DEREK	256689			11/07/18	
Case Number	Charge				
2018MM3153A1	POSSESSION OF CANNABIS				
JEFFERSON, ASHLEY	148462		11/13/18		
Case Number	Charge				
2018CF2239A1	AGGRAV ASSAULT W DEADLY WEAPON WITHOUT INTENT TO KILL				
2018CF2239A2	BATTERY TOUCH OR STRIKE				
2018MM2340A1	BATTERY				
2018CF3690A1	CHILD ABUSE				
JOHNSON, CHRISTINA	243369	10/30/18		11/02/18	10/30/18
Case Number	Charge				
2018MM2625A1	DOMESTIC BATTERY				
JOHNSON, MARVIN	197459	10/09/18			10/09/18
Case Number	Charge				
2018MM2509A1	FTA/TRESPASS ON PROPERTY				
KEYS, CHARLES	252740	01/02/18			01/02/18

Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year:2018  
List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<b>Case Number Charge</b>					
2017CT2954A1	FTA/DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
KIMBLE, JOHN	245488	06/29/18			06/29/18
<b>Case Number Charge</b>					
2018CF1203A1	FTA/GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
KING, BYRAN	256090			08/21/18	
<b>Case Number Charge</b>					
2018CT1532A1	POSSESSION OF CANNABIS				
2018CT1532A2	NONMOVING TRAFFIC VIOL DRIVE WHILE LIC SUSP 1ST OFF				
LIDE, REGINALD	247516			10/02/18	
<b>Case Number Charge</b>					
2018MM2753A1	FTA/PETIT THEFT 1ST OFF				
LOTT, DERRICK	219071			12/13/18	
<b>Case Number Charge</b>					
2018MM917A1	DOMESTIC BATTERY				
MACDONALD, CHARLES	257682	11/27/18			11/27/18
<b>Case Number Charge</b>					
2018MM3550A1	FTA/TRESPASS ON PROPERTY AFTER WARNING				
MCDONNELL, JAMES	253529			03/26/18	
<b>Case Number Charge</b>					
2018CF168A1	AGGRAV BATTERY CAUSE BODILY HARM OR DISABILITY				
2018MM1018A1	FTA/BATTERY				
MCFARLANE, TEMRON	251057		04/25/18		
<b>Case Number Charge</b>					
2018MM911A1	PETIT THEFT (VALUE GREATER THAN \$100)				
MCGINNIS, SUMMER	254576	07/17/18			07/17/18
<b>Case Number Charge</b>					
2018MM990A1	FTA/BATTERY				
MEAD, DAEMON	256208	12/04/18			12/04/18
<b>Case Number Charge</b>					
2018CF2504A1	FTA/DOMESTIC BATTERY BY STRANGULATION				
2018CF2504A2	FTA/FALSE IMPRISONMENT				
2018CF2504A3	FTA/BATTERY				



Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year:2018  
List of Violators

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
MEYERS, THOMAS	193116			02/08/18	
Case Number	Charge				
2017CF4273A1	VOP/POSSESSION OF COCAINE				
2017CF4273A2	POSSESSION OF CONTROLLED SUBSTANCE				
2017CF4273A3	POSSESSION OF PARAPHERNALIA				
2017CF4273A4	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2017CF4273A5	NARCOTIC EQUIP-POSSESS AND OR USE				
2017CF4273A6	NARCOTIC EQUIP-POSSESS AND OR USE				
MILLER, DEVONTE	241779		10/31/18		
Case Number	Charge				
2018CF2715A1	SALE OF CANNABIS				
2018CF3579A1	COCAINE-POSSESS WITH INTENT TO SELL				
MILLER, RAKEEM	253537		02/20/18		
Case Number	Charge				
2018MM212A1	CRIMINAL MISCHIEF (OVER \$200 UNDER \$1000 DAMAGES)				
MURPHY, JOHNNY	255194		07/21/18		
Case Number	Charge				
2018CF2370A1	DOMESTIC BATTERY BY STRANGULATION				
2018CF2370A2	TAMPERING WITH A WITNESS				
NEAL, SHANTEL	224518			09/28/18	
Case Number	Charge				
2017CF1810A3	FTA/POSSESSION OF PARAPHERNALIA				
2017CF1810A4	FTA/POSSESSION OF PARAPHERNALIA				
NORRMAN, NILS	172150	01/16/18			01/16/18
Case Number	Charge				
2017MM1817A1	VOP/FTA/PETIT THEFT (VALUE GREATER THAN \$100)				
NORTON, FREDDIE	236888		07/18/18		
Case Number	Charge				
2017CF4018A1	FTA/BATTERY				
NUKE, JOHN	256123		11/02/18		
Case Number	Charge				
2018MM2268A1	PETIT THEFT				
2018MM2268A2	RESISTING OFFICER WITHOUT VIOLENCE				
2018MM2477A1	BATTERY				
PATTON, VICTOR	254022			03/28/18	

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Year:2018  
List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
Case Number	Charge				
2018MM553A1	POSSESSION OF CANNABIS				
2018MM553A2	RESISTING OFFICER W/OUT VIOLENCE				
PAYNE, KATHY	24622			05/16/18	
Case Number	Charge				
2018CF1390A1	POSSESSION OF METHAMPHETAMINE				
2018CF1390A2	POSSESSION OF PARAPHERNALIA				
PEREZ, JORDAN	239970			02/26/18	
Case Number	Charge				
2018CT179A1	RECKLESS DRIVING 1ST OFF				
PHILPOT, CHARLES	196144		10/12/18		
Case Number	Charge				
2018CF3347A1	GRAND THEFT				
PINTER, RICK	241815	12/04/18			12/04/18
Case Number	Charge				
2018MM3500A1	FTA/TRESPASS ON PROPERTY AFTER WARNING				
PURCELL, BRITTANY	248128		01/08/18		
Case Number	Charge				
2017MM4306A1	VOP/VIOLETION OF DOMESTIC VIOLENCE INJUNCTION				
RENO, AMBER	245398			11/06/18	
Case Number	Charge				
2016CF1473A1	VOP/FTA/POSSESSION OF ALPHA-PYRROLIDINOVALEROPHENONE A-PVP, FLAKKA				
2018CF3621A1	POSSESSION OF PIHP				
RHODY, VANESSA	256641	10/16/18			10/16/18
Case Number	Charge				
2018MM2716A1	FTA/TRESPASS ON PROPERTY AFTER WARNING				
RIVERS, URIAH	133861		08/13/18		
Case Number	Charge				
2018MM2466A1	TRESPASSING STRUCTURE OR CONVEYANCE				
ROSS, JOANNA	237192	06/12/18			06/12/18
Case Number	Charge				
2017MM1353A1	FTA/CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
2017MM1353A2	FTA/CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
2017MM1353A3	FTA/CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
SAMUEL, CLIFTON	255157	07/09/18			07/09/18
Case Number	Charge				
2018CF1512A1	VOP/FTA/UTTERING				
SHABAZZ, MALCOLM	113085			12/03/18	
Case Number	Charge				
2018MM3436A1	TRESPASS ON PROPERTY AFTER WARNING				
2018CF4060A1	ABUSE OF ELDERLY PERSON OR DISABLED ADULT				
2019CF499A1	EVIDENCE-DESTROYING TAMPER WITH OR FABRICATE PHYSICAL				
2019CF499A2	BATTERY TOUCH OR STRIKE				
2019CF499A3	RESIST OFFICER OBSTRUCT WO VIOLENCE				
2019CF499A4	TRESPASSING FAIL TO LEAVE PROPERTY UPON ORDER BY OWNER				
2019CF499A5	PETIT THEFT 1ST OFF				
2019CF499A6	DRUGS-POSSESS POSSESSION OF A CONTROLLED SUBSTANCE				
SHELKOFSKY, DAVID	253187		01/06/18		
Case Number	Charge				
2017MM4259A1	TRESPASS ON PROPERTY AFTER WARNING				
SHIELDS, TASHANA	250182	02/06/18			02/06/18
Case Number	Charge				
2017CF1707A1	VOP/FTA/PETIT THEFT				
SIMMONS, JAVONTE	254459			04/19/18	
Case Number	Charge				
2018MM905A1	DOMESTIC BATTERY				
SIMPSON, DAVID	243407	02/20/18			02/20/18
Case Number	Charge				
2017CT1431A1	FTA/MOVING TRAFFIC VIOL OPERATE MOTOR VEHICLE WO VALID LICENSE				
SLADE, TONYA	250196			05/17/18	
Case Number	Charge				
2017CF3502A1	VOP/BURGLARY OF OCCUPIED DWELLING				
2017CF3502A2	VOP/BURGLARY OF CONVEYANCE				
2017CF3502A3	PETIT THEFT				
2017CF3502A4	GRAND THEFT IS \$300 OR MORE BUT LESS THAN \$5000				
SMITH, DEMORRIS	254880			09/26/18	
Case Number	Charge				
2018HH530A1	VIOLATION OF PROBATION OR COMMUNITY CONTROL//JUVENILE PROBATION				
2018CF1291A1	BURGLARY OF STRUCTURE				

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2018CF1291A2	GRAND THEFT OF MOTOR VEHICLE				
2018CF1291A3	GRAND THEFT OF MOTOR VEHICLE				
2018CF1291A4	GRAND THEFT OF MOTOR VEHICLE				
2018CF1291A5	GRAND THEFT OF MOTOR VEHICLE				
2018CF1291A6	ATTEMPTED BURGLARY OF STRUCTURE				
SMITH, WILLIE	63319	03/14/18			03/14/18
Case Number	Charge				
2018MM663A1	FTA/TRESPASS ON PROPERTY AFTER WARNING				
2018MM663A2	FTA/POSSESSION OF PARAPHERNALIA				
STEWART, HANNAH	254941			07/17/18	
Case Number	Charge				
2018CF1358A1	POSSESSION OF XANAX				
STREETER, TRYLON	218890		06/20/18		
Case Number	Charge				
2016CF270B1	CRIMINAL USE OF PERSONAL ID INFORMATION				
2016CF270B2	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B3	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B4	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B5	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B6	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B7	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B8	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B9	COUNTERFEITING OR POSSESSING A COUNTERFEIT PAYMENT INSTRUMENT				
2016CF270B10	CRIMINAL USE OF PERSONAL ID INFORMATION				
2016CF270B11	GRAND THEFT				
2016CF270B12	UTTERING				
2016CF270B13	POSSESSION OF PENTYLONE WITH INTENT TO SELL OR DELIVER				
2016CF270B14	POSSESSION OF CANNABIS WITH INTENT TO SELL				
2016CF270B15	POSSESSION OF PARAPHERNALIA				
2016CF270B17	POSSESSION OF CANNABIS WITH INTENT TO SELL				
2016CF270B18	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B19	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B20	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B21	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B22	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B23	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B24	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B25	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B26	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B27	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2016CF270B28	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B29	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B30	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B31	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B32	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B33	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B34	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B35	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B36	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B37	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B38	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B39	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B40	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B41	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B42	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B43	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B44	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B45	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B46	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B47	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B48	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B49	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B50	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B51	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B52	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B53	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B54	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B55	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B56	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B57	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B58	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B59	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B60	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B61	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B62	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B63	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B64	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B65	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B66	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B67	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B68	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B69	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				
2016CF270B70	POSSESS COUNTERFEITED PAYMENT INSTRUMENT				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2016CF270B71	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B72	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B73	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B74	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B75	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B76	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B77	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B78	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B79	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B80	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B81	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B82	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B83	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B84	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B85	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B86	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B87	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B88	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B89	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B90	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B91	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B92	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B93	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B94	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B95	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B96	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B97	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B98	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B99	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B100	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B101	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B102	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B103	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B104	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B105	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B106	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B107	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B108	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B109	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B110	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B111	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B112	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B113	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2016CF270B114	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B115	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B116	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B117	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B118	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B119	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B120	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B121	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B122	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B123	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B124	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B125	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B126	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B127	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B128	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B129	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B130	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B131	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B132	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B133	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B134	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B135	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B136	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B137	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B138	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B139	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B140	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B141	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B142	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B143	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B144	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B145	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B146	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B147	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B148	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B149	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B150	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B151	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B152	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B153	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B154	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B155	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B156	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2016CF270B157	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B158	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B159	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B160	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B161	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B162	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B163	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B164	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B165	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B166	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B167	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B168	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B169	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B170	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B171	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B172	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B173	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B174	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B175	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B176	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B177	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B178	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B179	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B180	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B181	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B182	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B183	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B184	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B185	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B186	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B187	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B188	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B189	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B190	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B191	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B192	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B193	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B194	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B195	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B196	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B197	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B198	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B199	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	



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2016CF270B200	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B201	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B202	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B203	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B204	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B205	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B206	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B207	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B208	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B209	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B210	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B211	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B212	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B213	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B214	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B215	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B216	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B217	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B218	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B219	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B220	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B221	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B222	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B223	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B224	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B225	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B226	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B227	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B228	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B229	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B230	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B231	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B232	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B233	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B234	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B235	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B236	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B237	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B238	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B239	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B240	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B241	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	
2016CF270B242	POSSESS	COUNTERFEITED	PAYMENT	INSTRUMENT	

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2016CF270B243	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B244	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B245	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B246	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B247	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B248	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B249	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B250	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B251	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B252	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B253	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B254	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B255	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B256	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B257	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B258	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B259	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B260	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B261	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B262	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B263	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B264	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B265	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B266	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B267	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B268	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B269	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B270	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B271	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B272	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
2016CF270B273	POSSESS COUNTERFEITED	PAYMENT INSTRUMENT			
<hr/>					
STRICKLAND, CHRISTOPHER	255205	05/29/18		05/29/18	05/29/18
Case Number	Charge				
2018MM1506A1	FTA/STALKING				
<hr/>					
STRINGER, ARIES	179594		12/20/18		
Case Number	Charge				
2018MM3800A1	TRESPASSING FAIL TO LEAVE PROPERTY UPON ORDER BY OWNER				
<hr/>					
STROMAN, JOHN	152486			04/30/18	
Case Number	Charge				
2017CF2882A1	AGGRAVATED BATTERY WITH A DEADLY WEAPON				

## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

501-C Appleyard Drive, Tallahassee, FL 32304

Year:2018

## List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2017CF2882A2	AGGRAVATED BATTERY WITH A DEADLY WEAPON				
2017CF2882A3	AGGRAVATED ASSAULT WITH DEADLY WEAPON				
2017MM3639A1	BATTERY				
STROTHERS, MARY	142565		07/26/18		
Case Number	Charge				
2018CF1663A1	VOP/FELONY THEFT				
TAPP, KEN	239473		11/28/18		
Case Number	Charge				
2018MM2331A1	FTA/BATTERY				
TAYLOR, ZACHARY	235743			04/21/18	
Case Number	Charge				
2018MM1254A1	DOMESTIC BATTERY				
2018MM1254A2	CARRYING A CONCEALED WEAPON				
THOMAS, BRITTNEY	253990	05/01/18			05/01/18
Case Number	Charge				
2018MM520A1	FTA/CRIMINAL MISCHIEF (OVER \$200 UNDER \$1000 DAMAGES)				
2018MM1475A1	FTA/CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
TOLIVER, LARRY	251576	07/31/18		08/02/18	07/31/18
Case Number	Charge				
2018CT1209A1	FTA/MOVING TRAFFIC VIOL OPERATE MOTOR VEHICLE WO VALID LICENSE				
TOOTHAKER, RONALD	251700		02/21/18		
Case Number	Charge				
2017MM2866A1	DOMESTIC BATTERY				
2018CF678A1	HIRE VEHICLE WITH INTENT TO DEFRAUD				
WASHINGTON, AMOS	254209	05/15/18			05/15/18
Case Number	Charge				
2018MM687A1	FTA/PETIT THEFT (VALUE GREATER THAN \$100)				
WASHINGTON, AN'FERNEE	241154			02/28/18	
Case Number	Charge				
2018CF242A1	BURGLARY OF CONVEYANCE				
2018CF242A2	BURGLARY OF CONVEYANCE				
2018CF242A4	CARRYING A CONCEALED WEAPON				
2018CF242A5	RESISTING OFFICER WITHOUT VIOLENCE				
WEBB, WILLIAM	244296	01/09/18			01/09/18

Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year:2018  
List of Violaters

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<b>Case Number Charge</b>					
2016MM559A1	FTA/VIOLATION OF DOMESTIC VIOLENCE INFJUNCTION				
WILD, DAVID	246899	04/17/18			04/17/18
<b>Case Number Charge</b>					
2018CT751A1	FTA/DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CT751A2	FTA/POSSESSION OF PARAPHERNALIA				
WILLIAMS, VONQUITA	253063	01/16/18			01/16/18
<b>Case Number Charge</b>					
2017MM4287A1	FTA/PETIT THEFT				
WILLIAMS, WILLIE	83556			06/01/18	
<b>Case Number Charge</b>					
2018CF1342A1	VOP/BURGLARY OF CONVEYANCE				
2018CF1342A2	POSSESSION OF PARAPHERNALIA				
2018MM1828A1	POSSESSION OF PARAPHERNALIA				
WILSON, KAITLIN	253766			09/05/18	
<b>Case Number Charge</b>					
2018CF2076A1	POSSESSION OF METHAMPHETAMINE				
2018CF2076A2	POSSESSION OF PARAPHERNALIA				
2018MM2770A1	DOMESTIC BATTERY				
WRIGHT, MYRON	183592		07/07/18		
<b>Case Number Charge</b>					
2018MM2081A1	BATTERY				
<b>TOTALS</b>		<b>39</b>	<b>37</b>	<b>52</b>	<b>39</b>

## Leon County Supervised Pretrial Release Program Public Registry Activity Summary

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Year:2018

Month	Interviewed		Assessed		Accepted	
	Indigent	Total	Indigent	Total	Indigent	Total
JANUARY, 2018	0	148	0	71	31	49
FEBRUARY, 2018	0	136	0	73	25	37
MARCH, 2018	0	126	0	54	32	40
APRIL, 2018	0	181	0	82	41	53
MAY, 2018	0	232	0	134	34	42
JUNE, 2018	0	179	0	113	20	29
JULY, 2018	0	212	0	121	31	38
AUGUST, 2018	0	189	0	86	45	54
SEPTEMBER, 2018	0	189	0	87	41	48
OCTOBER, 2018	0	172	0	103	34	42
NOVEMBER, 2018	0	118	0	29	29	34
DECEMBER, 2018	0	147	0	65	39	49
<b>Totals</b>	<b>0</b>	<b>2,029</b>	<b>0</b>	<b>1,018</b>	<b>402</b>	<b>515</b>

## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

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Year: 2018

## List of Violators (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
ADKINS, SCOTT	254917			05/24/18	
Case Number	Charge				
2018CT847A1	RECKLESS DRIVING 1ST OFF				
2018CT847A2	REFUSAL TO SUBMIT TO D.U.I. TEST				
ALLEN, TRACY	250823			05/09/18	
Case Number	Charge				
2018CF352A1	POSSESSION OF CANNABIS WITH INTENT TO SELL				
2018CF352A2	MAINTAINING PLACE WHERE CONTROLLED SUBSTANCES ARE USED				
2018CF352A3	POSSESSION OF PARAPHERNALIA				
ANDERSON, JAY	243287			12/21/18	
Case Number	Charge				
2018CT501A1	VOP/DRIVING UNDER THE INFLUENCE WITH BREATH ALCOHOL OF .15 OR HIGHER				
ANDERSON, TREY	253738		09/25/18		
Case Number	Charge				
2018CF360A1	FELONY BATTERY				
ASH, TREVEYONTA	244413			08/22/18	
Case Number	Charge				
2018CF2464A1	VOP/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2464A2	POSSESSION OF MARIJUANA				
2018CF2464A3	POSSESSION OF PARAPHERNALIA				
BANKS, DIANA	107539			07/06/18	
Case Number	Charge				
2018MM1128A1	CONTRIBUTING TO THE DELINQUENCY OR DEPENDENCY OF CHILD				
2018MM1128A2	CONTRIB DELINQ MINOR CAUSE TO BECOME DELINQ DEPENDENT NEEDY				
BARBER, MELISA	143132			09/28/18	
Case Number	Charge				
2018CF2693A1	VOP/POSSESSION OF METHAMPHETAMINE				
2018CF2693A2	POSSESSION OF CANNABIS				
2018CF2693A3	POSSESSION OF PARAPHERNALIA				
2018CF2693A4	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2693A5	NARCOTIC EQUIP-POSSESS AND OR USE				
BARNES, CAMERON	253419			03/16/18	
Case Number	Charge				
2018CF42A1	FTA/POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
2018CF42A3	NONMOVING TRAFFIC VIOL DRIVE WHILE LIC SUSP 1ST OFF				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
BATTLE, DERICK	26120			12/19/18	
Case Number	Charge				
2018CF2716A1	SALE OF CANNABIS WITHIN 1000 FEET OF A PARK				
2018CF2716A2	POSSESSION OF CANNABIS				
BELFORD, CORDELL	154736	04/24/18			04/24/18
Case Number	Charge				
2018CF414A1	FTA/POSSESSION OF COCAINE				
2018CF414A2	FTA/POSSESSION OF CANNABIS				
2018CF414A3	FTA/POSSESSION OF PARAPHERNALIA				
BENT, DYLAN	253750			02/06/18	
Case Number	Charge				
2018CF381A1	BATTERY				
2018CF381A2	FALSE IMPRISONMENT				
2018CF381A3	DAMAGE PROP-CRIM MISCH OVER 200 DOLLARS UNDER 1000 DOLLARS				
BENTON-FLAGLER, ANGELA	136083			04/04/18	
Case Number	Charge				
2018CF516A1	TRAFFICKING IN COCAINE				
2018CF516A2	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018CF516A3	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018CF516A4	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF516A5	MAINTAINING PLACE WHERE CONTROLLED SUBSTANCES ARE USED				
2018CF516A6	POSSESSION OF PARAPHERNALIA				
BERRY, JUSTIN	257019			12/12/18	
Case Number	Charge				
2018CF3207A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF3207A2	POSSESSION OF PARAPHERNALIA				
2018CF3207A3	FAILURE TO REGISTER MOTOR VEHICLE				
BLANCH, RICARDO	237043		12/12/18		
Case Number	Charge				
2018MM2598A1	VOP/PETIT THEFT 1ST OFF				
BOSTICK, TONY	109215			08/01/18	
Case Number	Charge				
2018CF1766A2	POSSESSION OF CONTROLLED SUBSTANCE (COCAINE)				
2018CF1766A3	CRUELTY TOWARD CHILD ABUSE CHILD WITHOUT GREAT BODILY HARM				



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Year: 2018

## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
BRANCH, PAUL	142658			08/14/18	
Case Number	Charge				
2018CF2261A1	VOP/POSSESSION OF METHAMPHETAMINE				
2018CF2261A2	POSSESSION OF CANNABIS				
2018CF2261A3	PETIT THEFT				
2018CF2261A4	POSSESSION OF PARAPHERNALIA				
BRANNON, CHADWICK	257301	12/07/18		12/03/18	12/07/18
Case Number	Charge				
2018CF3430A1	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF3430A2	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
2018CF3430A3	NARCOTIC EQUIP-POSSESS AND OR USE				
BREWINGTON, FRANKO	154553			02/16/18	
Case Number	Charge				
2018CF224A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF224A2	RESISTING OFFICER WITHOUT VIOLENCE				
BRINSON, ANTWAN	224583		11/30/18		
Case Number	Charge				
2018CF2372A1	POSSESSION OF COCAINE				
2018CF2372A2	POSSESSION OF CANNABIS OIL				
2018CF2372A3	POSSESSION OF CANNABIS				
2018CF2372A4	POSSESSION OF PARAPHERNALIA				
2018CF2372A5	RESISTING OFFICER WITHOUT VIOLENCE				
BRITT, SHELBY	101592	11/30/18		11/29/18	11/30/18
Case Number	Charge				
2018CF3213A1	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF3213A2	FTA/DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF3213A3	FTA/POSSESSION OF CANNABIS				
2018CF3213A4	FTA/NARCOTIC EQUIP-POSSESS AND OR USE				
BROWN, CARLOS	22349			10/18/18	
Case Number	Charge				
2018CF2577A1	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018CF2577A2	POSSESSION OF PARAPHERNALIA				
BROWN, CORRY	255700			09/04/18	
Case Number	Charge				
2018CF2052C1	ATTEMPTED FIRST DEGREE MURDER				
2018CF2052C2	ARMED ROBBERY WITH FIREARM				



## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

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Year: 2018

## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
BROWN, JEREMY	234115		12/20/18		
Case Number	Charge				
2018CF1702A1	SALE OF SUBSTANCE IN LIEU OF CONTROLLED SUBSTANCE				
2018CF1702A2	POSSESSION OF CLONAZEPAM				
2018CF1702A3	LEAVING THE SCENE OF A CRASH WITH DAMAGE TO PROPERTY				
2018CF1702A4	RESISTING OFFICER WITHOUT VIOLENCE				
2018CF1702A5	NO VALID DRIVER'S LICENSE				
BROWNGURLEY, JAMEL	253564			02/28/18	
Case Number	Charge				
2018CF202A1	PUBLIC ORDER CRIMES USE OF FALSE ID ADVERSELY AFFECTS ANOTHER				
2018CF202A2	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
2018CF202A3	NONMOVING TRAFFIC VIOL DRIVE WHILE LIC SUSP 1ST OFF				
2018MM937A1	GIVING FALSE NAME OR IDENTIFICATION TO OFFICER				
BRYANT, ALVIN	100419		01/04/18		
Case Number	Charge				
2017CF4112A1	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2017CF4112A2	NARCOTIC EQUIP-POSSESS AND OR USE				
2018CF10A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF10A3	POSSESSION OF PARAPHERNALIA				
BRYANT, JACK	46204	08/14/18			08/14/18
Case Number	Charge				
2018CF2046A1	FTA/POSSESSION OF A-PVP				
2018CF2046A2	FTA/POSSESSION OF PARAPHERNALIA				
BURKE, LARHONDA	242477			01/18/18	
Case Number	Charge				
2015CF3110A1	SEXUAL BATTERY BY FAMILIAL OR CUSTODIAL AUTHORITY				
2015CF3110A2	LEWD OR LASCIVIOUS BATTERY				
CALHOUN, BRANDON	192519			06/19/18	
Case Number	Charge				
2018CF1071A1	VOP/POSSESSION OF METHAMPHETAMINE				
2018CF1071A2	POSSESSION OF PARAPHERNALIA				
CAMACHO, ROBERT	118083			06/19/18	
Case Number	Charge				
2018CF1695A2	POSSESSION OF CANNABIS				
2018CF1695A3	DRIVING UNDER THE INFLUENCE				
2018CF1695A4	POSSESSION OF PARAPHERNALIA				

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Year: 2018

## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF1695A6	COCAINE-POSSESS	POSSESS COCAINE			
2018CF2205A1	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF2205A2	POSSESSION OF COCAINE				
2018CF2205A4	POSSESSION OF PARAPHERNALIA				
CAMPBELL, MICHAEL	7399	10/01/18		08/22/18	10/01/18
Case Number	Charge				
2018CF2489A1	FTA/POSSESSION OF 3,4-METHYLENEDIOXYMETHAMPHETAMINE (MDMA)				
CAPI, HODSON	238812			07/13/18	
Case Number	Charge				
2018CF1669A1	POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
CAPPELLO, BRAD	254789			08/02/18	
Case Number	Charge				
2018CF1238A1	FELONY BATTERY				
2018CF1238A2	ATTEMPTED BURGLARY OF DWELLING				
2018CF1238A3	CRIMINAL MISCHIEF (OVER \$200 UNDER \$1000 DAMAGES)				
CAPPELLO, NATHANIEL	192271	08/29/18		08/15/18	08/29/18
Case Number	Charge				
2018CT939A2	FTA/POSSESSION OF CANNABIS				
CARDEN, AARON	252251			07/31/18	
Case Number	Charge				
2018CF1442A1	FALSE IMPRISONMENT				
2018CF1442A2	AGGRAVATED ASSAULT WITH INTENT TO COMMIT FELONY/WITH A DEADLY WEAPON				
2018CF1442A3	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1442A4	BATTERY				
CARTER, HENRY	178912			03/05/18	
Case Number	Charge				
2018CF2A1	POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
2018CF2A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
CAUDLE, RACHEL	255444			06/25/18	
Case Number	Charge				
2018CF1760A1	VOP/POSSESSION OF METH				
CHIN, SHAVAR	251328	03/05/18			03/05/18
Case Number	Charge				
2017CF2628A1	FTA/POSSESSION OF COCAINE				

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## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2017CF2628A2	FTA/POSSESSION OF PARAPHERNALIA				
2017CF2628A3	FTA/NARCOTIC EQUIP-POSSESS AND OR USE				
2017CF2628A4	FTA/NARCOTIC EQUIP-POSSESS AND OR USE				
2017CF2628A5	FTA/NARCOTIC EQUIP-POSSESS AND OR USE				
2017CF2628A6	FTA/NARCOTIC EQUIP-POSSESS AND OR USE				
CLARK, LATISHA	253981			08/30/18	
Case Number	Charge				
2018CF583A1	COCAINE-TRAFFIC 28 GRAMS LESS THAN 150 KG COCAINE OR MIXTURE				
2018CF583A2	SYNTH NARCOTIC-POSSESS WIT SELL MFG OR DELIVER SCHEDULE I OR II				
2018CF583A3	MARIJUANA-POSSESS WITH INTENT TO SELL MFG OR DELIVER SCHEDULE I				
2018CF583A4	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF583A5	NARCOTIC EQUIP-POSSESS AND OR USE				
2018CF583A6	DANGEROUS DRUGS KEEP SHOP OR VEHICLE ETC FOR DRUGS 1ST VIOL				
2018CF582B1	TRAFFICKING IN CONTROLLED SUBSTANCE				
2018CF582B2	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF582B3	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF582B4	POSSESSION OF MORE THAN 20 GRAMS CANNABIS WITH INTENT TO SELL				
2018CF582B6	POSSESSION OF A STRUCTURE FOR DRUG TRAFFICKING				
2018CF582B7	POSSESSION OF PARAPHERNALIA				
CLEMONS, WILLIAM	121494			09/28/18	
Case Number	Charge				
2018CF2694A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2694A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2694A3	NARCOTIC EQUIP-POSSESS AND OR USE				
2018CF3428A1	FELONY FLEEING OR ATTEMPTING TO ELUDE OFFICER				
2018CF3428A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF3428A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF3428A4	POSSESSION OF PARAPHERNALIA				
2018CF3428A5	RECKLESS DRIVING 1ST OFF				
COLE, JORDAN	256522			12/12/18	
Case Number	Charge				
2018MM2606A1	BATTERY				
CONROY, CASIDHE	236370	05/07/18		05/01/18	05/07/18
Case Number	Charge				
2018CF1171A1	VOP/FTA/GRAND THEFT OF MOTOR VEHICLE				
COOK, RALPH	253516			01/19/18	
Case Number	Charge				
2018CT72A1	VOP/DRIVING UNDER THE INFLUENCE SUBSEQUENT CONVICTIONS				

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List of Violators (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CT72A2	REFUSAL TO SUBMIT TO D.U.I. TEST				
2018CT72A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
CRAPPS, JAVARES	237769			12/17/18	
Case Number	Charge				
2018MM3443A1	DOMESTIC BATTERY				
CRAWFORD, KENDRICK	254367			05/09/18	
Case Number	Charge				
2018CF904A1	CARRYING A CONCEALED FIREARM				
2018CF904A2	VOP/POSSESSION OF CANNABIS WITH INTENT TO SELL				
2018CF904A3	POSSESSION OF PARAPHERNALIA				
CREEDON, COLIN	242599			10/29/18	
Case Number	Charge				
2018CT524A1	DRIVING UNDER THE INFLUENCE				
CROSS, PETERSON	197007	12/13/18		12/13/18	12/13/18
Case Number	Charge				
2018CF312A1	FTA/POSSESSION OF FIREARM AND OR AMMUNITION BY CONVICTED FELON				
2018CF312A2	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF3947A1	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
CRUZ, DANIEL	252057		02/07/18		
Case Number	Charge				
2018MM136A1	BATTERY				
CURRY, JOSHUA	182658	04/04/18	02/21/18		04/04/18
Case Number	Charge				
2017CF824A1	FTA/POSSESSION OF BUPHEDRONE WITH INTENT TO SELL OR DELIVER				
2017CF824A2	FTA/POSSESSION OF CANNABIS				
2018CF612A1	FTA/POSSESSION OF COCAINE				
DALE, SUMMER	100820			09/20/18	
Case Number	Charge				
2018CF2465A1	POSSESSION OF COCAINE				
2018CF2465A2	POSSESSION OF PARAPHERNALIA				
DAVIS, MILES	226121			08/27/18	
Case Number	Charge				
2018CF1776A2	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF1776A3	POSSESSION OF PARAPHERNALIA				
2018CF1776A4	NO VALID DRIVER'S LICENSE				

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## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
DELGADO, RUBEN	247438			05/10/18	
Case Number	Charge				
2018CF333A1	POSSESSION OF METHAMPHETAMINE				
2018CF333A2	POSSESSION OF PARAPHERNALIA				
DICKEY, DOUGLAS	121676			12/19/18	
Case Number	Charge				
2018CF3787A1	BURGLARY OF DWELLING WITH PERSON ASSAULTED				
DILWORTH, GLENN	170000			05/29/18	
Case Number	Charge				
2018CF1377A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1959A1	SALE OF COCAINE				
2018CF1959A2	SALE OF COCAINE				
2018CF1959A3	POSSESSION OF COCAINE WITH INTENT TO SELL OR DELIVER				
2018CF1959A4	POSSESSION OF PARAPHERNALIA				
2018CF1959A5	POSSESSION OF CANNABIS				
2018CF1959A6	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF1959A7	DANGEROUS DRUGS KEEP SHOP OR VEH ETC FOR DRUGS SUBSQ VIOL				
DIXON, CHRISTOPHER	251465			05/09/18	
Case Number	Charge				
2018CF950A1	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF SCHOOL				
2018CF950A2	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF SCHOOL				
2018CF950A3	POSSESSION OF PARAPHERNALIA				
2018CF950A4	POSSESSION OF WEAPON OR AMMO BY OTHER STATE FELON				
2018CF950A5	GRAND THEFT OF FIREARM				
DIXON, FABIAN	98040			09/10/18	
Case Number	Charge				
2016CF581A1	POSSESSION OF COCAINE				
2016CF581A2	POSSESSION OF PARAPHERNALIA				
DIXON, MARIO	204622	08/13/18		07/26/18	08/13/18
Case Number	Charge				
2017CF2945A1	FTA/KIDNAPPING TO INFLICT BODILY HARM OR TO TERRORIZE WITH A FIREARM				
2017CF2945A2	FTA/KIDNAPPING TO INFLICT BODILY HARM OR TO TERRORIZE WITH A FIREARM				
2017CF2945A3	FTA/POSSESSION OF FIREARM BY CONVICTED FELON				
2017CF2945A6	FTA/FELONY BATTERY				
DOHENY, ANTHONY	250672			03/20/18	

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
Case Number	Charge				
2017CT1739A1	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
2017CT1739A2	REFUSAL TO SUBMIT TO D.U.I. TEST				
DONALDSON, ADAM	191138			04/30/18	
Case Number	Charge				
2018CT711A1	DRIVING UNDER THE INFLUENCE				
DUFFUS, ASHLEY	255288			08/01/18	
Case Number	Charge				
2018CT1329A1	DUI AND DAMAGE PROPERTY OR PERSON OF ANOTHER				
2018CT1329A2	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
2018CT1329A3	NARCOTIC EQUIP-POSSESS AND OR USE				
DUNN, TIFFANY	214990			07/27/18	
Case Number	Charge				
2018MM2966A1	POSSESSION OF PARAPHERNALIA				
EDWARDS, EMMANUEL	11510	04/02/18		02/15/18	04/02/18
Case Number	Charge				
2018CF234A1	FTA/POSSESSION OF COCAINE				
2018CF234A2	FTA/POSSESSION OF PARAPHERNALIA				
ELLISON, VERNON	204487			11/21/18	
Case Number	Charge				
2018CF1791A1	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF1791A2	CARRYING A CONCEALED FIREARM				
2018CF1791A3	POSSESSION OF CANNABIS				
2018CF1791A4	POSSESSION OF PARAPHERNALIA				
ERICKSON, LANCE	246846			08/14/18	
Case Number	Charge				
2018CF2435A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2435A2	POSSESSION OF CONTROLLED SUBSTANCE				
EVANS, ANTIONE	128564	06/19/18			06/19/18
Case Number	Charge				
2018CF1091A1	FTA/DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
2018CF1091A2	FTA/POSSESSION OF CANNABIS				
EVANS, KAYLEE	254264	05/24/18			05/24/18
Case Number	Charge				
2018CF808A1	FTA/RESISTING OFFICER WITH VIOLENCE				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF808A2	FTA/BATTERY ON LAW ENFORCEMENT OFFICER				
2018CF808A4	DUI AND DAMAGE PROPERTY OR PERSON OF ANOTHER				
2018CF808A5	DUI AND DAMAGE PROPERTY OR PERSON OF ANOTHER				
EVERETT, RODGERICK	236480		08/25/18		
Case Number	Charge				
2018CF2524A1	POSSESSION OF MORE THAN 20 GRAMS CANNABIS WITH INTENT TO SELL				
2018CF2524A2	POSSESSION OF CONTROLLED SUBSTANCE				
FIELDS, JUSTIN	236958		09/04/18		
Case Number	Charge				
2018CF2638A1	VOP/CRIMINAL MISCHIEF				
2018CF2638A2	BATTERY ON OFFICER FIREFIGHTER EMT ETC				
2018CF2638A3	RESIST OFFICER OBSTRUCT WO VIOLENCE				
FITZGERALD, MARSHALL	254280			04/03/18	
Case Number	Charge				
2018CF818A1	VOP/FTA/POSSESSION OF CLONAZEPAM				
2018CF1152A1	VOP/FTA/POSSESSION OF METHAMPHETAMINE				
2018CF1152A2	FTA/POSSESSION OF PARAPHERNALIA				
FOOTMAN, TECORA	217787			12/13/18	
Case Number	Charge				
2018CF2943A2	FELONY FLEEING OR ATTEMPTING TO ELUDE OFFICER				
2018CF2943A3	POSSESSION OF PARAPHERNALIA				
FORD, ANTONIO	112369			09/11/18	
Case Number	Charge				
2018MM1049A1	PETIT THEFT				
2018MM1049A2	TRESPASS IN STRUCTURE				
2018MM1049A3	RESISTING OFFICER WITHOUT VIOLENCE				
FRAZIER, FREDRICK	107453	11/14/18		09/27/18	11/14/18
Case Number	Charge				
2018CF609A1	FTA/POSSESSION OF COCAINE				
2018CF609A2	FTA/POSSESSION OF AMMO BY CONVICTED FELON				
2018CF609A3	FTA/POSSESSION OF PARAPHERNALIA				
FREEMAN, BOBBY	253316	11/19/18			11/19/18
Case Number	Charge				
2017CF4231A1	FTA/BURGLARY OF OCCUPIED STRUCTURE				
FULLER, LAUREN	254893			05/16/18	



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<i>Case Number Charge</i>					
2018MM1247A1	POSSESSION OF CANNABIS				
FULMER, JOSEPH	254637	06/11/18		05/08/18	06/11/18
<i>Case Number Charge</i>					
2018CF1113A1	FTA/POSSESSION OF COCAINE				
2018CF1113A2	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF1113A3	FTA/POSSESSION OF WEAPON OR AMMO BY CONVICTED FLORIDA FELON				
GARCIA, PHILLIP	117222			09/13/18	
<i>Case Number Charge</i>					
2018CF2795A1	POSSESSION OF METHAMPHETAMINE				
2018CF2795A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2795A3	POSSESSION OF PARAPHERNALIA				
GARMON, DEVIN	112307		12/28/18		
<i>Case Number Charge</i>					
2018CF3767A1	BURGLARY OF DWELLING WITH PERSON ASSAULTED				
2018CF3767A2	AGGRAVATED ASSAULT WITH FIREARM				
2018CF3767A3	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF3767A5	SHOOTING INTO OR WITHIN BUILDING				
2018CF3767A6	CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
2018CF3767A7	PUBLIC ORDER CRIMES CRIMINAL ATTEMPT SOLICIT CONSPIRE 1ST DEG FEL				
GARRETT, MONTARIUS	180807			03/06/18	
<i>Case Number Charge</i>					
2017CF2473A1	POSSESSION OF CONTRABAND AT COUNTY DETENTION FACILITY				
2017CF2473A2	POSSESSION OF ALPHA-PVP				
2017CF2473A3	UNLAWFUL POSSESSION OF PERSONAL IDENTIFICATION INFORMATION OF ANOTHER PERSON (5 OR MORE VICTIMS)				
2017CF2473A4	POSSESSION OF PARAPHERNALIA				
2017CF2473A5	RESISTING OFFICER WITHOUT VIOLENCE				
2017CF2473A6	GIVING FALSE NAME OR IDENTIFICATION TO LAW ENFORCEMENT OFFICER				
GEORGE, TYLER	222311	11/20/18			11/20/18
<i>Case Number Charge</i>					
2018MM3514A1	FTA/MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
GILKES, MARVIN	213551			10/29/18	
<i>Case Number Charge</i>					
2018CF1447A1	POSSESSION OF CONTROLLED SUBSTANCE				
GLENN, DUANE	236200			08/14/18	



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
Case Number	Charge				
2018CF1294A1	POSSESSION OF METHAMPHETAMINE				
2018CF1294A2	POSSESSION OF XANAX				
2018CF1294A3	POSSESSION OF TRAMADAL				
2018CF1294A4	POSSESSION OF VYVANSE				
2018CF1294A5	POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
2018CF1294A6	POSSESSION OF PARAPHERNALIA				
2018CF1294A7	RESISTING OFFICER WITHOUT VIOLENCE				
GONZALES, DANNY	3149	11/14/18			11/14/18
Case Number	Charge				
2018CF2575A1	FTA/SALE OR POSSESSION OF COCAINE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
GOODIN, DE'ONDRE	254063			05/24/18	
Case Number	Charge				
2018CF658A1	CARRYING A CONCEALED FIREARM				
2018CF658A2	POSSESSION OF CANNABIS				
GOODMAN, STEVEN	253112			03/14/18	
Case Number	Charge				
2017CF4039A1	TRAFFICKING IN METHAMPHETAMINE				
2017CF4039A2	POSSESSION OF PARAPHERNALIA				
2017CF4039A3	RESISTING OFFICER WITHOUT VIOLENCE				
GREENE, TIMOTHY	35011			06/19/18	
Case Number	Charge				
2018CF1698A1	POSSESSION OF METHAMPHETAMINE				
2018CF1698A2	POSSESSION OF PARAPHERNALIA				
GRIFFIN, JOHN	98533		10/01/18		
Case Number	Charge				
2018MM2391A1	RESISTING OFFICER WITHOUT VIOLENCE				
2018MM2391A2	POSSESSION OF PARAPHERNALIA				
GRIFFIN, MICHAEL	159406		01/15/18		
Case Number	Charge				
2018MM105A1	DRUGS-POSSESS POSSESSION OF A CONTROLLED SUBSTANCE				
2018MM105A2	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
2018MM105A3	NARCOTIC EQUIP-POSSESS AND OR USE				
GRIFFIN, SONIA	52157			10/09/18	
Case Number	Charge				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF2266A1	POSSESSION OF CONTROLLED SUBSTANCE				
GUNDERSON, MICHAEL	254045			03/20/18	
Case Number	Charge				
2018CT382A1	VOP/DRIVING UNDER THE INFLUENCE				
HAIK, ISRA	191401			08/01/18	
Case Number	Charge				
2018CT1328A1	DRIVING UNDER THE INFLUENCE SUBSEQUENT CONVICTIONS				
2018CT1328A2	POSSESSION OF CANNABIS				
2018CT1328A3	NARCOTIC EQUIP-POSSESS AND OR USE				
HALL, TANESHA	157093		11/08/18		
Case Number	Charge				
2017CF400A1	AGGRAVATED BATTERY CAUSING GREAT BODILY HARM WITH A DEADLY WEAPON				
HAMLIN, CHRISTOPHER	162594		06/06/18		
Case Number	Charge				
2018CF741A1	TRAFFICKING IN METHAMPHETAMINE				
2018CF741A2	POSSESSION OF PARAPHERNALIA				
2018CF741A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
HARLEY, TERRELL	147329			07/25/18	
Case Number	Charge				
2018CF1777A1	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF1777A3	POSSESSION OF PARAPHERNALIA				
2018CF1777A4	TRAFFICKING IN CONTROLLED SUBSTANCE				
HARRIS, STANTON	151165	04/19/18			04/19/18
Case Number	Charge				
2018CF666A1	FTA/FELONY BATTERY				
2018CF666A2	FTA/POSSESSION OF CLONAZEPAM				
HARRIS-GAINES, DEREK	113818	11/06/18			11/06/18
Case Number	Charge				
2018CF2717A1	FTA/SALE OR POSSESSION OF CANNABIS WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018MM2552A1	NARCOTIC EQUIP-POSSESS AND OR USE				
2018MM2552A2	RESIST OFFICER OBSTRUCT WO VIOLENCE				
HARSHBARGER, ANALISE	242527			10/17/18	
Case Number	Charge				
2018CF2808A1	POSSESSION OF CONTROLLED SUBSTANCE				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF2808A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2808A3	POSSESSION OF PARAPHERNALIA				
HART, WILLIE	13943		02/15/18		
Case Number	Charge				
2017CF4013A1	POSSESSION OF COCAINE WITH INTENT TO SELL OR DELIVER				
2017CF4013A3	MARIJUANA-POSSESS WITH INTENT TO SELL MFG OR DELIVER SCHEDULE I				
2017CF4013A4	NARCOTIC EQUIP-POSSESS AND OR USE				
2018CF517A1	TRAFFICKING IN COCAINE				
2018CF517A2	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018CF517A3	SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL WITHIN 1,000 FEET OF CHURCH				
2018CF517A4	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF517A5	TAMPERING WITH PHYSICAL EVIDENCE				
2018CF517A6	MAINTAINING PLACE WHERE CONTROLLED SUBSTANCES ARE USED				
2018CF517A7	POSSESSION OF PARAPHERNALIA				
HARVEY, JAMES	194271			04/30/18	
Case Number	Charge				
2018CT698A1	VOP/DRIVING UNDER THE INFLUENCE SUBSEQUENT CONVICTIONS				
2018CT698A2	VOP/NO VALID DRIVER'S LICENSE				
HEMPSTED, SEAN	254547	06/26/18			06/26/18
Case Number	Charge				
2018CT696A1	FTA/DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
HENDERSON, DISHAY	146984			12/19/18	
Case Number	Charge				
2018CF1027A1	POSSESSION OF COCAINE				
2018CF1027A2	RESISTING OFFICER WITHOUT VIOLENCE				
2018CF1585A1	HUMAN TRAFFICKING; COMMERCIAL SEX TRAFFICKING				
2018CF1585A2	DERIVING SUPPORT FROM THE PROCEEDS OF PROSTITUTION				
2018CF1585A3	SEXUAL ACTIVITY WITH 16 OR 17 YEAR OLD				
2018CF1585A4	SEXUAL ACTIVITY WITH 16 OR 17 YEAR OLD				
2018CF1585A5	CHILD ABUSE				
HEWITT, C	212205			05/29/18	
Case Number	Charge				
2018CT956A1	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
2018CT956A2	REFUSAL TO SUBMIT TO D.U.I. TEST				
HICKS, JESSE	244748		12/31/18		
Case Number	Charge				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2016CF917A1	SEXUAL BATTERY ON CHILD UNDER 12 YOA BY DEFENDANT LESS THAN 18 YOA				
2016CF917A2	LEWD OR LASCIVIOUS MOLESTATION				
HINTON, TIMOTHY	19075			03/26/18	
Case Number	Charge				
2018CT581A1	VOP/DRIVING UNDER THE INFLUENCE WITH DAMAGE TO PERSON OR PROPERTY WITH BREATH ALCOHOL LEVEL OVER .15				
HOLMES, QUINTON	190082			02/08/18	
Case Number	Charge				
2017CF2340A1	POSSESSION OF PVP (PYRROLIDINOVALEROPHENONE) OR (PYRROLIDINOPENTTIOPHENONE)				
2017CF2340A2	POSSESSION OF PARAPHERNALIA				
2017CF2340A3	DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
HOPKINS, LARRY	160426		01/11/18	10/16/18	
Case Number	Charge				
2017CF3438A1	POSSESSION OF COCAINE				
2017CF3438A2	TRESPASS ON PROPERTY AFTER WARNING				
2017CF3438A3	POSSESSION OF CANNABIS				
2017CF3438A4	NARCOTIC EQUIP-POSSESS AND OR USE				
2017MM4302A1	DISORDERLY CONDUCT				
HUGHLEY, CHRIS	3436			08/03/18	
Case Number	Charge				
2018CF991A1	FELONY BATTERY				
HUNTER, CRYSTAL	242663			09/24/18	
Case Number	Charge				
2018CF2516A1	VOP/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2516A2	POSSESSION OF PARAPHERNALIA				
HUNTLEY, ROBERT	146128			05/09/18	
Case Number	Charge				
2018CF1276A1	POSSESSION OF COCAINE				
2018CF1276A2	POSSESSION OF PARAPHERNALIA				
HYCHE, PHAION	257183			11/26/18	
Case Number	Charge				
2018CT2102A1	DRIVING UNDER THE INFLUENCE				
JACKSON, DELBERT	26428	11/19/18		11/08/18	11/19/18
Case Number	Charge				
2018CF3425A1	FTA/SALE OR POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
WITHIN 1,000 FEET OF CHURCH					
JENKINS, D' ERIK	256460			11/13/18	
Case Number	Charge				
2018CF2729A1	ARMED ROBBERY WITH FIREARM				
2018CF2729A2	CRIMINAL USE OF PERSONAL IDENTIFICATION INFORMATION				
JOHNSON, EARNEST	87288			12/18/18	
Case Number	Charge				
2018CF2554A1	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2554A4	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY > .15				
JOHNSON, GEORGE	94078		07/31/18		
Case Number	Charge				
2018CF1018A1	FAILURE OF SEXUAL OFFENDER TO REPORT				
JONES, LARRY	9361			07/25/18	
Case Number	Charge				
2018CF1427A1	BATTERY TOUCH OR STRIKE				
2018CF1427A2	POSSESSION OF CONTROLLED SUBSTANCE				
JONES, MICHAEL	121087			07/11/18	
Case Number	Charge				
2018CF1633A1	POSSESSION OF METHAMPHETAMINE				
2018CF1633A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
JONES, NICOLE	253596			12/13/18	
Case Number	Charge				
2018CF3106A1	AGGRAVATED BATTERY (PREGNANT VICTIM)				
JONES, ONEAL	127359			04/09/18	
Case Number	Charge				
2018CF725A1	POSSESSION OF COCAINE				
2018CF725A2	POSSESSION OF CANNABIS				
JONES, STEVEN	249767			01/03/18	
Case Number	Charge				
2017CF1352A1	SOLICITING A CHILD FOR UNLAWFUL SEXUAL CONDUCT USING COMPUTER SERVICE OR ELECTRONIC DEVICE				
2017CF1352A2	TRANSMISSION OF MATERIAL HARMFUL TO MINORS BY ELECTRONIC DEVICE OR EQUIPMENT				
2017CF1352A3	TRANSMISSION OF MATERIAL HARMFUL TO MINORS BY ELECTRONIC DEVICE OR EQUIPMENT				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
KAISER, DERRICK	257266			11/14/18	
Case Number	Charge				
2018CT2135A1	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
2018CT2135A2	LEAVING THE SCENE OF A CRASH WITH DAMAGE TO ATTENDED VEHICLE				
KEETON, CARRIE	252351			05/01/18	
Case Number	Charge				
2017CF3370A2	CHILD ABUSE				
2017CF3370A3	RECKLESS DRIVING				
2017CF3370A4	DUI ALCOHOL OR DRUGS				
2017CF3370A5	FLEE/ELUDE POLICE FLEE W DISREGARD OF SAFETY TO PERSONS OR PROP				
2017CF3370A6	NEGLECT CHILD WITHOUT GREAT BODILY HARM				
KELLER, JOHN	136547			03/27/18	
Case Number	Charge				
2018CF548A1	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF548A3	POSSESSION OF METHAMPHETAMINE				
2018CF548A5	POSSESSION OF PARAPHERNALIA				
2018CF2888A1	POSSESSION OF A CONCEALED WEAPON BY CONVICTED FELON				
2018CF2888A2	FELONY FLEEING OR ATTEMPTING TO ELUDE OFFICER				
2018CF2888A3	DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
2018CF2888A4	ATTACHING IMPROPER LICENSE PLATE				
KELLY, CHRISTOPHER	231749	11/14/18		09/17/18	11/14/18
Case Number	Charge				
2018CF1634A1	FTA/POSSESSION OF METHAMPHETAMINE WITH INTENT TO SELL OR DELIVER				
2018CF1634A2	FTA/POSSESSION OF ALTRAZOLAM				
2018CF1634A3	FTA/POSSESSION OF CLONAZEPAM				
2018CF1634A4	FTA/DRIVING WHILE LICENSE PERMANENTLY REVOKED				
2018CF1634A5	FTA/POSSESSION OF PARAPHERNALIA				
KENNEDY, GENE	256319			08/30/18	
Case Number	Charge				
2018CF2589A1	VOP/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2589A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2589A3	NARCOTIC EQUIP-POSSESS AND OR USE				
KEPICS, KAREN	247586		03/22/18		
Case Number	Charge				
2016CT2536A1	DRIVING UNDER THE INFLUENCE				
2016CT2536A2	POSSESSION OF CANNABIS				
2016CT2536A3	POSSESSION OF PARAPHERNALIA				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF913A1	VOP/WRITTEN THREATS TO KILL OR DO BODILY INJURY				
KING, LISA	123750			11/15/18	
Case Number	Charge				
2018CF2790A1	TRAFFICKING IN METHAMPHETAMINE				
2018CF2790A2	POSSESSION OF PARAPHERNALIA				
2018CF2790A3	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
KING, RONALD	253892			05/01/18	
Case Number	Charge				
2018CT308A1	DRIVING UNDER THE INFLUENCE				
KING, RYAN	145875		12/05/18		
Case Number	Charge				
2018CF3259A1	BATTERY ON LAW ENFORCEMENT OFFICER				
2018CF3259A2	POSSESSION OF COCAINE				
2018CF3259A3	POSSESSION OF AMBIEN				
2018CF3259A4	POSSESSION OF PARAPHERNALIA				
2018CF3259A5	RESISTING OFFICER WITHOUT VIOLENCE				
2018CF3259A7	EVIDENCE-DESTROYING TAMPER WITH OR FABRICATE PHYSICAL				
2018CF3260A1	BATTERY ON OFFICER FIREFIGHTER EMT ETC				
LATTIMORE, DAVEY	211988	06/12/18		05/29/18	06/12/18
Case Number	Charge				
2018CF1144A1	FTA/CARRYING A CONCEALED WEAPON BY CONVICTED FELON				
2018CF1144A2	FTA/POSSESSION OF CANNABIS OVER 20 GRAMS				
2018CF1144A4	FTA/POSSESSION OF PARAPHERNALIA				
2018CF1144A6	RESISTING OFFICER WITHOUT VIOLENCE				
LAWSON, JAMES	44151			12/12/18	
Case Number	Charge				
2018CF1699A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1699A2	POSSESSION OF CONTROLLED SUBSTANCE				
LEE, DANIEL	255487			08/03/18	
Case Number	Charge				
2018CF1817A1	POSSESSION OF METH				
2018CF1817A2	POSSESSION OF CANNABIS				
2018CF1817A3	POSSESSION OF PARAPHERNALIA				
LEE, MICHAEL	257686			12/19/18	
Case Number	Charge				
2018CF3727A1	POSSESSION OF CONTROLLED SUBSTANCE				



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF3727A3	DRIVING UNDER THE INFLUENCE				
LEVENS JR, CHRISTOPHER	254211			05/16/18	
Case Number	Charge				
2018CF767A1	POSSESSION OF COCAINE WITH INTENT TO SELL OR DELIVER				
2018CF767A2	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
LEVENS, JAMES	4321			05/01/18	
Case Number	Charge				
2018CF671A1	POSSESSION OF COCAINE				
2018CF671A2	POSSESSION OF PARAPHERNALIA				
LOCKENBACH, DANIEL	170951			10/04/18	
Case Number	Charge				
2018MM2667A1	POSSESSION OF CANNABIS				
2018MM2667A2	POSSESSION OF PARAPHERNALIA				
LONGVER, TEDESA	97119			09/18/18	
Case Number	Charge				
2018CF2791A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2791A3	NO VALID DRIVER'S LICENSE				
LUNDY, WILEY	249304	09/20/18			09/20/18
Case Number	Charge				
2017CF907A1	FTA/SEXUAL BATTERY ON CHILD UNDER 12 YOA BY DEFENDANT 18 YOA OR OLDER				
2017CF907A2	FTA/LEWD OR LASCIVIOUS MOLESTATION				
MANKA, AMY	237470		12/11/18		
Case Number	Charge				
2018MM3729A1	POSSESSION OF PARAPHERNALIA				
MARTIN, LEONARD	2768			04/04/18	
Case Number	Charge				
2018CF68A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF68A2	POSSESSION OF CANNABIS				
2018CF68A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF68A4	POSSESSION OF PARAPHERNALIA				
MATTOX, REBECCA	256315			10/22/18	
Case Number	Charge				
2018CF2587A1	POSSESSION OF METHAMPHETAMINE				
2018CF2587A2	POSSESSION OF CLONAZEPAM				
2018CF2587A3	POSSESSION OF OXYCODONE				



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF2587A4	POSSESSION OF ALPRAZOLAM				
MCADAM, TREVOR	232950	11/13/18			11/13/18
Case Number	Charge				
2018MM3237A1	FTA/TRESPASS IN STRUCTURE				
MCFADDEN, JEFFREY	81297			03/30/18	
Case Number	Charge				
2018CF422A1	POSSESSION OF CONTROLLED SUBSTANCE				
MCGARRY, KEVIN	257251			12/05/18	
Case Number	Charge				
2018CF3381A1	POSSESSION OF COCAINE				
2018CF3381A2	POSSESSION OF PARAPHERNALIA				
MCGILL, DEL	83560			12/19/18	
Case Number	Charge				
2018CF3612A1	POSSESSION OF COCAINE				
2018CF3612A2	POSSESSION OF CANNABIS				
2018CF3612A3	POSSESSION OF PARAPHERNALIA				
MCGILL, DELRICK	151016			11/07/18	
Case Number	Charge				
2018CF2438A1	POSSESSION OF COCAINE				
2018CF2438A2	DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
MCKAY, JAMES	254200			03/19/18	
Case Number	Charge				
2018CF755A2	GRAND THEFT FROM RETAIL MERCHANT				
MCKINNEY, FRANCIS	148277		09/16/18		
Case Number	Charge				
2018CF2073A1	FELONY BATTERY				
MCWHITE, KEYUNTAI	227402	01/31/18			01/31/18
Case Number	Charge				
2017CF4021A1	FTA/POSSESSION OF METHAMPHETAMINE				
2017CF4021A2	FTA/POSSESSION OF MDMA				
2017CF4021A3	FTA/POSSESSION OF CANNABIS				
2017CF4021A4	FTA/POSSESSION OF PARAPHERNALIA				
MERRILL, ERIC	159057			10/01/18	
Case Number	Charge				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF2804A1	GRAND THEFT OF MOTOR VEHICLE				
2018CF2804A2	POSSESSION OF METHAMPHETAMINE				
2018CF2804A3	FLEEING OR ATTEMPTING TO ELUDE OFFICER				
2018CF2804A4	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF2804A5	POSSESSION OF PARAPHERNALIA				
2018CF2804A6	RESISTING OFFICER WITHOUT VIOLENCE				
2018CF2804A7	NO VALID MOTORCYCLE ENDORSEMENT				
MERRITT, TERRANCE	117913	06/05/18			06/05/18
Case Number	Charge				
2018CF1575A1	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
MITCHELL, AMANDA	221349			09/18/18	
Case Number	Charge				
2018CF2848A1	POSSESSION OF METHAMPHETAMINE				
2018CF2848A2	PETIT THEFT 2ND OFF				
MOORE, BYRON	124130	07/18/18		07/06/18	07/18/18
Case Number	Charge				
2018CF1121A2	FTA/POSSESSION OF CANNABIS				
2018CF1121A3	COCAINE-POSSESS POSSESS COCAINE				
2018CF1121A4	NARCOTIC EQUIP-POSSESS AND OR USE				
MOORE, WILLIAM	209267	05/29/18		05/18/18	05/29/18
Case Number	Charge				
2018CF1419A1	FTA/POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF1419A2	FTA/POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL				
2018CF1419A3	FTA/POSSESSION OF PARAPHERNALIA				
2018CF1419A4	FTA/DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
MORATH, KIMBERLY	253655			02/26/18	
Case Number	Charge				
2018CF288A1	CHILD NEGLECT				
2018CF288A2	CHILD NEGLECT				
2018CF288A3	TAMPERING WITH PHYSICAL EVIDENCE				
MORGAN, BERNARD	98916		11/28/18		
Case Number	Charge				
2018CF3624A1	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF3815A1	TRAFFICKING IN METHAMPHETAMINE				
2018CF3815A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
MORGAN, JOSHUA	253337			06/08/18	

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<i>Case Number Charge</i>					
2017CT3342A1	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
2017CT3342A3	DUI ALCOHOL OR DRUGS				
MORRISON, REGGERIO	239965			12/19/18	
<i>Case Number Charge</i>					
2018CF3655A1	POSSESSION OF COCAINE WITH INTENT TO SELL OR DELIVER				
2018CF3655A2	NARCOTIC EQUIP-POSSESS AND OR USE				
MURRAY, REBATRAY	119187			07/11/18	
<i>Case Number Charge</i>					
2018CF1576A1	POSSESSION OF COCAINE				
2018CF1576A2	POSSESSION OF PARAPHERNALIA				
2018CF1576A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
MYRICK, NEPIER	251978			06/18/18	
<i>Case Number Charge</i>					
2018MM924A1	DOMESTIC BATTERY				
2018MM924A2	CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
NELSON, LADARIUS	233777			12/18/18	
<i>Case Number Charge</i>					
2018CF2016A1	POSSESSION OF MPHP WITH INTENT TO SELL OR DELIVER				
2018CF2016A2	POSSESSION OF CANNABIS				
2018CF2016A3	POSSESSION OF PARAPHERNALIA				
NELSON, MARCUS	255366			07/23/18	
<i>Case Number Charge</i>					
2018CF1683A1	DAMAGE PROP-CRIM MISCH \$1000 OR MORE				
2018MM1852A1	CRIMINAL MISCHIEF (OVER \$200 UNDER \$1000 DAMAGES)				
NEWSOME, DONOVAN	108107		09/12/18		
<i>Case Number Charge</i>					
2018CF2835A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2835A2	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2835A3	POSSESSION OF CANNABIS				
2018CF2835A4	POSSESSION OF PARAPHERNALIA				
NICHOLS, MELISSA	72059	04/05/18		02/26/18	04/05/18
<i>Case Number Charge</i>					
2018CF67A1	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF67A4	FTA/POSSESSION OF PARAPHERNALIA				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
OQUENDO, MICHAEL	254555			06/08/18	
Case Number	Charge				
2018CT701A1	VOP/DUI ALCOHOL OR DRUGS				
OROZCO, RODOLFO	253829			05/16/18	
Case Number	Charge				
2018CF453A1	POSSESSION OF COCAINE				
2018CF453A2	POSSESSION OF PARAPHERNALIA				
2018CF453A3	POSSESSION OF CANNABIS				
PACK, JASON	256091			08/29/18	
Case Number	Charge				
2018CF2394A1	AGGRAVATED BATTERY (PREGNANT VICTIM)				
2018CF2394A2	DOMV/BATTERY TOUCH OR STRIKE				
PALMER, ANAGEL	59458		04/19/18		
Case Number	Charge				
2018CF1037A1	SALE OF METHAMPHETAMINE WITHIN 1,000 FEET OF CONVEYANCE STORE				
PARHAM, DELRICO	249302			07/23/18	
Case Number	Charge				
2018CF582A1	TRAFFICKING IN CONTROLLED SUBSTANCE				
2018CF582A2	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF582A3	POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL OR DELIVER				
2018CF582A4	POSSESSION OF MORE THAN 20 GRAMS CANNABIS WITH INTENT TO SELL				
2018CF582A5	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF582A6	POSSESSION OF A STRUCTURE FOR DRUG TRAFFICKING				
2018CF582A7	POSSESSION OF PARAPHERNALIA				
PARMER, LONDON	223987			06/19/18	
Case Number	Charge				
2017CF2838A1	BURGLARY OF DWELLING WITH PERSON ASSAULTED				
2017CF2838A2	POSSESSION OF FIREARM BY CONVICTED FELON				
2017CF2838A3	POSSESSION OF CONTROLLED SUBSTANCE				
2017CF2838A4	DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
2017CF2838A5	RESISTING OFFICER WITHOUT VIOLENCE				
2017CF2838A6	POSSESSION OF PARAPHERNALIA				
2017CF2838A7	DAMAGE PROP-CRIM MISCH 200 DOLLARS AND UNDER				
2017CF2838A8	GRAND THEFT OF FIREARM				
PAYNE, DERENZO	255955	09/06/18		08/22/18	09/06/18
Case Number	Charge				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF2304A2	FTA/POSSESSION OF CONTROLLED SUBSTANCE (COCAINE)				
PLEAS, CORTEZ	148041	12/20/18		11/29/18	12/20/18
Case Number	Charge				
2018CF1008A1	FTA/POSSESSION OF COCAINE				
2018CF1008A2	FTA/RESISTING OFFICER WITHOUT VIOLENCE				
PLEAS, TERRY	62742			01/16/18	
Case Number	Charge				
2017CF4280A1	BURGL OF DWELLING UNARMED NO ASSAULT OR BATT				
2017CF4281A1	RECKLESS DRIVING 1ST OFF				
PONDER, GARRETT	171483		05/11/18		
Case Number	Charge				
2018CF1148A1	POSSESSION OF FIREARM BY CONVICTED FELON				
2018CF1148A2	POSSESSION OF METHAMPHETAMINE				
2018CF1148A3	POSSESSION OF PARAPHERNALIA				
POWELL, BLAKE	253491		06/14/18		
Case Number	Charge				
2018MM372A1	IMPROPER EXHIBITION OF A DANGEROUS WEAPON				
PRICE, STANLEY	225914			06/07/18	
Case Number	Charge				
2018CF1280A1	GRAND THEFT OF FIREARM				
2018CF1280A2	DRIVING UNDER THE INFLUENCE				
PROVENZANO, JONATHAN	255363			06/14/18	
Case Number	Charge				
2018MM1634A1	VOP/DISORDERLY INTOXICATION				
2018MM1634A2	BATTERY				
PULLIAM, CHRISTIAN	257164	11/14/18			11/14/18
Case Number	Charge				
2018MM3171A1	FTA/VIOLATION OF DOMESTIC VIOLENCE INJUNCTION				
RAYMER, JEFFREY	254120			05/29/18	
Case Number	Charge				
2018CF684A1	POSSESSION OF COCAINE				
REED, CLYDE	214273	08/20/18			08/20/18
Case Number	Charge				
2018CF2167A1	FTA/FELONY THEFT				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
REVIS, JEREMIAH	220733			01/31/18	
Case Number	Charge				
2018CF144A1	VOP/POSSESSION OF METHAMPHETAMINE				
2018CF144A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF144A3	POSSESSION OF PARAPHERNALIA				
RICHARDSON, CAPURS	149607			09/26/18	
Case Number	Charge				
2018MM1973A2	CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
RIGDON, JASON	136076	05/29/18		05/08/18	05/29/18
Case Number	Charge				
2018CF1308A1	VOP/FTA/AGGRAVATED ASSAULT WITH FIREARM				
2018CF1308A2	VOP/FTA/CARRYING A CONCEALED FIREARM				
2018CF1308A3	VOP/FTA/FELONY FLEEING OR ATTEMPTING TO ELUDE OFFICER				
2018CF1308A4	VOP/FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1308A5	VOP/FTA/DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
2018CF1308A6	FTA/POSSESSION OF PARAPHERNALIA				
2018CF1308A7	FTA/GRAND THEFT OF MOTOR VEHICLE				
RIVENBARK, DUSTIN	209135			06/19/18	
Case Number	Charge				
2018CT540A1	RECKLESS DRIVING 1ST OFF				
RIVERS, MARCUS	229015	09/26/18		08/31/18	09/26/18
Case Number	Charge				
2018CF2477A1	FTA/POSSESSION OF COCAINE WITH INTENT TO SELL WITHIN 1000 FT OF SCHOOL				
2018CF2477A2	FTA/POSSESSION OF CANNABIS				
2018CF2477A4	FTA/DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
ROCKWELL, ROBERT	233677			07/27/18	
Case Number	Charge				
2018CF1922A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF1922A2	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF1922A3	POSSESSION OF PARAPHERNALIA				
ROEH, ROBERT	115976			09/28/18	
Case Number	Charge				
2018CT1026A1	DRIVING UNDER THE INFLUENCE				
2018CT1026A2	POSSESSION OF CANNABIS				
ROGERS, ANTHONY	170924			03/26/18	

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<b>Case Number Charge</b>					
2018CF225A1					POSSESSION OF 3,4-METHYLENEDIOXYMETHAMPHETAMINE (MDMA)
2018CF225A2					POSSESSION OF CANNABIS
2018CF225A3					POSSESSION OF PARAPHERNALIA
ROQUEMORE, KIMBERLY	255264			12/31/18	
<b>Case Number Charge</b>					
2018CF3214A1					POSSESSION OF COCAINE WITH INTENT TO SELL OR DELIVER
2018CF3214A2					POSSESSION OF CANNABIS
2018CF3214A3					POSSESSION OF PARAPHERNALIA
2018CF3214A4					NO VAILD DRIVER'S LICENSE
2018CF3214A5					NEGLECT CHILD WITHOUT GREAT BODILY HARM
RUMPH, TREYMAINE	254230	07/23/18			07/23/18
<b>Case Number Charge</b>					
2018CF773A1					FTA/SALE OF CONTROLLED SUBSTANCE
2018CF773A2					FTA/SALE OF CONTROLLED SUBSTANCE
2018CF773A3					FTA/POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL
2018CF773A4					FTA/POSSESSION OF CONTROLLED SUBSTANCE WITH INTENT TO SELL
2018CF773A5					FTA/POSSESSION OF PARAPHERNALIA
2018CF773A6					FTA/POSSESSION OF CANNABIS
RUSS, CRAVEST	162744			10/09/18	
<b>Case Number Charge</b>					
2018CF677A1					POSSESSION OF COCAINE
2018CF677A2					EVIDENCE-DESTROYING TAMPER WITH OR FABRICATE PHYSICAL
2018CF677A3					POSSESSION OF CANNABIS
2018CF677A4					NARCOTIC EQUIP-POSSESS AND OR USE
SABA, JEFFREY	239567			10/02/18	
<b>Case Number Charge</b>					
2018CF2838A1					POSSESSION OF FIREARM BY CONVICTED FELON
2018CF2838A2					TAMPERING WITH PHYSICAL EVIDENCE
2018CF2838A3					POSSESSION OF CONTROLLED SUBSTANCE
2018CF2838A4					POSSESSION OF PARAPHERNALIA
2018CF2838A5					PETIT THEFT
2018CF2838A6					POSSESSION OF CONTROLLED SUBSTANCE
2018CF2838A7					POSSESSION OF CONTROLLED SUBSTANCE
SAFFORD, JOHNNY	6859			04/03/18	
<b>Case Number Charge</b>					
2018CF587A1					POSSESSION OF COCAINE
2018CF587A2					NO VALID DRIVER'S LICENSE



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
SCHNEIDER, JOHN	228009			07/27/18	
Case Number	Charge				
2018CF869A1	ASSAULT				
2018CF869A2	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
SEAY, LLOYD	121895			12/19/18	
Case Number	Charge				
2018CF3699A1	POSSESSION OF CONTROLLED SUBSTANCE				
SEVER, JUDY	245906			11/15/18	
Case Number	Charge				
2018CF3118A1	FELONY BATTERY				
SHEFFIELD, KALEB	252556			04/13/18	
Case Number	Charge				
2017CF3543A1	VOP/AGGRAVATED ASSAULT WITH DEADLY WEAPON				
SHIPLEY, RUSSELL	116774			05/22/18	
Case Number	Charge				
2018CF76A1	POSSESSION OF METHAMPHETAMINE				
2018CF76A2	POSSESSION OF PARAPHERNALIA				
SIMMONS, JAMES	173009	04/18/18		04/12/18	04/18/18
Case Number	Charge				
2018MM645A1	FTA/POSSESSION OF CANNABIS				
2018MM645A2	FTA/POSSESSION OF PARAPHERNALIA				
2018MM645A3	FRAUD-IMPERSON FALSE ID GIVEN TO LEO				
SIMMONS, JAMES	173009			08/01/18	
Case Number	Charge				
2018CF2170A1	AGGRAVATED BATTERY (GREAT BODILY HARM)				
SMERLING, CHRISTOPHER	203809		10/29/18		
Case Number	Charge				
2018CT1759A1	DRIVING UNDER THE INFLUENCE SUBSEQUENT CONVICTIONS				
2018CF3545A1	TAMPERING WITH ELECTRONIC MONITORING DEVICE				
2018CF3545A2	DRIVING UNDER THE INFLUENCE WITH BREATH ALCOHOL OF .15 OR HIGHER				
2018CF3545A5	DRIVING WHILE LICENSE SUSPENDED OR REVOKED WITH PRIORS				
SMITH, ALEXANDER	232214			08/10/18	
Case Number	Charge				
2018CF1816A1	TRAFFICKING IN METHAMPHETAMINE				



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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF1816A2	POSSESSION OF PARAPHERNALIA				
2018CF1816A3	DRIVING WHILE LICENSE SUSPENDED OR REVOKED				
2018CF1816A4	DRUGS-POSSESS WIT SELL ETC WI 1000FT WORSHP/BUSN SCH III IV				
SMITH, DARILYN	163034	09/21/18		08/29/18	09/21/18
Case Number	Charge				
2018CF2491A1	FTA/TAMPERING WITH PHYSICAL EVIDENCE				
2018CF2491A2	COCAINE-POSSESS WITH INTENT TO SELL MFG DELIV ETC SCHEDULE II				
2018CF2491A3	DANGEROUS DRUGS KEEP SHOP OR VEHICLE ETC FOR DRUGS 1ST VIOL				
2018CF2491A4	OBSTRUCT POLICE SERVING EXECUTING SEARCH WARRANT				
2018CF2491A5	NARCOTIC EQUIP-POSSESS AND OR USE				
SMITH, GEORGE	253841			05/10/18	
Case Number	Charge				
2018CT270A2	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
2018CT299A1	DRIVING UNDER THE INFLUENCE				
2018CT299A2	LEAVING THE SCENE OF A CRASH WITH DAMAGE TO ATTENDED VEHICLE				
2018CT310A1	LEAVING THE SCENE OF A CRASH WITH DAMAGE TO ATTENDED VEHICLE				
SMITH, JUNE	209963			05/16/18	
Case Number	Charge				
2018CF1356A1	POSSESSION OF METHAMPHETAMINE				
2018CF1356A2	PETIT THEFT				
2018HH1266A1	FAVOR HOLD/ AVON PARK, CASE #18-589/ LARC				
SOMERS, DANNY	156083			02/07/18	
Case Number	Charge				
2018CF11A1	POSSESSION OF METHAMPHETAMINE				
STEPHENS, BRANDI	229970			03/06/18	
Case Number	Charge				
2018CF270A1	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF271B1	POSSESSION OF PARAPHERNALIA				
STEPHENS, BRANDI	229970	12/11/18		11/30/18	12/11/18
Case Number	Charge				
2018CF3625A1	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF3625A2	FTA/POSSESSION OF BUPRENORPHINE/HYDROCHLORIDE				
2018CF3625A3	FTA/POSSESSION OF CANNABIS				
2018CF3625A4	FTA/POSSESSION OF PARAPHERNALIA				
2018CF4045A1	TRAFFICKING IN METHAMPHETAMINE				
2018CF4045A2	POSSESSION OF AMPHETAMINE				
2018CF4045A3	POSSESSION OF ALPRAZOLAM				

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Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
2018CF4045A4	POSSESSION OF CLONAZEPAM				
2018CF4045A5	POSSESSION OF PARAPHERNALIA				
2018CF4045A6	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF4045A7	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2018CF4045A8	GRAND THEFT IS \$300 OR MORE BUT LESS THAN \$5000				
STINSON, LUCAS	253213			05/21/18	
Case Number	Charge				
2017CF4114A1	BURGLARY OF CONVEYANCE WHILE ARMED WITH FIREARM				
2017CF4114A2	BURGLARY OF CONVEYANCE				
2017CF4114A3	GRAND THEFT OF FIREARM				
2017CF4114A4	BURGLARY OF CONVEYANCE				
2017CF4114A5	BURGLARY OF CONVEYANCE				
2017CF4114A6	BURGLARY OF CONVEYANCE				
2017CF4114A7	BURGLARY OF CONVEYANCE				
2017CF4114A8	GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
2017CF4114A9	BURGLARY OF CONVEYANCE				
2017CF4114A10	BURGLARY OF CONVEYANCE				
2017CF4114A11	VOP/GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
2017CF4114A12	BURGLARY OF CONVEYANCE				
2017CF4114A13	PETIT THEFT				
2017CF4114A15	VOP/GRAND THEFT MORE THAN \$300 BUT LESS THAN \$5,000				
2017CF4114A16	GRAND THEFT IS \$300 OR MORE BUT LESS THAN \$5000				
SULLIVAN, RYAN	175497			05/10/18	
Case Number	Charge				
2018CF729A1	GRAND THEFT OF MOTOR VEHICLE				
2018CF729A2	POSSESSION OF METHAMPHETAMINE WITH INTENT TO SELL OR DELIVER				
2018CF729A3	POSSESSION OF PARAPHERNALIA				
SUTHERLAND, DIETRICK	257085			12/03/18	
Case Number	Charge				
2018MM3093A1	SEX OFFENSE VOYEURISM 1ST OFF				
2018MM3093A2	INDECENT EXPOSURE IN PUBLIC				
SWATTS, ALEXANDER	40540	05/23/18			05/23/18
Case Number	Charge				
2017CF2693A1	VOP/FTA/SEXUAL BATTERY BY FAMILIAL OR CUSTODIAL AUTHORITY				
TERRY, QUINCEY	255471	12/04/18	12/03/18		12/04/18
Case Number	Charge				
2018CF1789A1	POSSESSION OF 3,4-METHYLENEDIOXYMETHAMPHETAMINE (MDMA)				
2018CF3660A1	FTA/POSSESSION OF MORE THAN 20 GRAMS CANNABIS				

Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year: 2018  
List of Violators (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
THOMAS, QUANTERRIUS	236403		12/19/18		
Case Number	Charge				
2018CF3775A1	DRIVING WHILE LICENSE REVOKED (HABITUAL OFFENDER)				
2018CF3775A2	POSSESSION OF CANNABIS				
THOMPSON, AZENDE	253488			03/20/18	
Case Number	Charge				
2018CF120A1	RECKLESS DRIVING CAUSING SERIOUS BODILY INJURY				
THOMPSON, EDDIE	79305			09/14/18	
Case Number	Charge				
2018CF2662A1	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS				
2018CF2662A2	COCAINE-POSSESS POSSESS COCAINE				
2018CF2661B1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2661B2	POSSESSION OF CANNABIS				
THOMPSON, NATHANIEL	204581	11/14/18		10/31/18	11/14/18
Case Number	Charge				
2014CF1467A3	FTA/CRIMINAL MISCHIEF (UNDER \$200 DAMAGES)				
THORPE, JENNIFER	166047	09/17/18			09/17/18
Case Number	Charge				
2018CF2814A1	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2814A2	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2814A3	FTA/POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2814A5	FTA/MAINTAINING PLACE WHERE CONTROLLED SUBSTANCE ARE USED				
2018CF2814A6	FTA/DRUGS POSSESS NEW LEGEND DRUG WO PRESCRIPTION				
2018CF2814A8	FTA/AMPHETAMINE-POSSESS WITH INTENT TO SELL MFG DELIVER SCHEDULE I				
2018CF2815A1	FTA/SALE OF CONTROLLED SUBSTANCE				
2019CF269A1	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
2019CF269A2	NARCOTIC EQUIP-POSSESS AND OR USE				
TOLLEFSON, PAUL	115906	05/08/18		06/29/18	05/08/18
Case Number	Charge				
2018MM1277A1	FTA/PETIT THEFT (VALUE GREATER THAN \$100)				
TOURNAY, PETER	145800			10/08/18	
Case Number	Charge				
2018CF3356A1	POSSESSION OF METHAMPHETAMINE				
2018CF4026A1	SALE OF HEROIN				
TROUPE, CHRISTOPHER	7886			02/07/18	

Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year: 2018  
List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
Case Number	Charge				
2018CF106A1	ROBBERY				
2018CF106A2	DOMESTIC BATTERY BY STRANGULATION				
TROUPE, WILLIE	221204			10/01/18	
Case Number	Charge				
2018CF2131A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2131A2	RESISTING OFFICER WITHOUT VIOLENCE				
TYSON, DION	224695		12/12/18		
Case Number	Charge				
2018CF3755A1	FTA/POSSESSION OF SYNTHETIC CANNABINOID (AKA:SPICE)				
2018CF3755A2	FTA/NO VAILD DRIVER'S LICENSE				
2018CF3845A1	RESIST OFFICER OBSTRUCT WO VIOLENCE				
2018CF3845A2	DRUGS POSSESS ACTUAL CONSTRUCTIVE POSS SYNTHETIC CANNABINOID				
2018CF3845A3	DRUGS-POSSESS CONTROLLED SUBSTANCE WITHOUT PRESCRIPTION				
TYSON, SIERRA	256359	11/16/18			11/16/18
Case Number	Charge				
2018CF2645A1	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF2645A2	FTA/POSSESSION OF PARAPHERNALIA				
VAATIKUTI, RAVIKIRAN	253126			01/26/18	
Case Number	Charge				
2017CT3167A1	RECKLESS DRIVING 1ST OFF				
VAUGHN, TERRY	252094		07/10/18		
Case Number	Charge				
2017CF3182A1	FAILURE OF SEXUAL OFFENDER TO REPORT				
VEARIL, CARISSA	173201			07/11/18	
Case Number	Charge				
2018CF1636A1	POSSESSION OF METHAMPHETAMINE				
2018CF1636A2	POSSESSION OF PARAPHERNALIA				
WAIGAND, ALLISON	246061	11/16/18			11/16/18
Case Number	Charge				
2018CF2920A1	FTA/POSSESSION OF METHAMPHETAMINE				
WALDEN, ERIC	178197			04/18/18	
Case Number	Charge				
2017CF1937A1	FTA/CHILD NEGLECT				
2017CF1937A2	FTA/DRIVING UNDER THE INFLUENCE ACCOMPAINED BY PERSON LESS THAN 18				

Leon County Supervised Pretrial Release Program Public Registry Activity Detail  
501-C Appleyard Drive, Tallahassee, FL 32304  
Year: 2018  
List of Violators (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
YEARS OF AGE WITH BREATH ALCOHOL OF .15 OR HIGHER					
WALDINGER, FREDERICK	51722			12/17/18	
Case Number	Charge				
2017CT2864A1	DRIVING UNDER THE INFLUENCE WITH BREATH ALCOHOL OF .15 OR HIGHER				
2017CT2864A2	DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
WALKER, JAMES	114958			08/10/18	
Case Number	Charge				
2018MM1873A1	DISORDERLY CONDUCT				
2018MM1873A2	NARCOTIC EQUIP-POSSESS AND OR USE				
WASHINGTON, DEION	253417		01/19/18		
Case Number	Charge				
2018CF40A1	CARRYING A CONCEALED FIREARM				
2018CF40A2	GRAND THEFT OF FIREARM				
2018CF40A3	POSSESSION OF MORE THAN 20 GRAMS CANNABIS				
WATFORD, JAMES	76742			12/18/18	
Case Number	Charge				
2018MM3216A1	BATTERY				
WATSON, THOMAS	146222			08/03/18	
Case Number	Charge				
2018CF1414A1	FTA/POSSESSION OF METHAMPHETAMINE				
2018CF1414A2	FTA/POSSESSION OF SUBOXONE				
2018CF1414A3	FTA/POSSESSION OF CANNABIS				
WEARE, JAMES	255975			09/13/18	
Case Number	Charge				
2018MM2155A1	DOMV/BATTERY				
WEST, TOMMY	90909			08/17/18	
Case Number	Charge				
2018MM2297A1	DISORDERLY CONDUCT				
WHITE, JASON	226120			10/16/18	
Case Number	Charge				
2018CF2216A1	GRAND THEFT OF FIREARM				
2018CF2217A1	GRAND THEFT OF FIREARM				
2018CF2217A2	PETIT THEFT (VALUE GREATER THAN \$100)				
WIENMAN, MELISSA	87940	01/05/18			01/05/18

## Leon County Supervised Pretrial Release Program Public Registry Activity Detail

501-C Appleyard Drive, Tallahassee, FL 32304

Year: 2018

## List of Violaters (Bond Releases)

Name	SPN	FTA	New Arrest	Tech Viol.	FTA Warrants Issued
<b>Case Number Charge</b>					
2016CF2876A1	FTA/TRESPASS OCCUPIED STRUCTURE				
WILLIAMS, ANTHONY	50670			05/23/18	
<b>Case Number Charge</b>					
2018CT806A2	MOVING TRAFFIC VIOL OPERATE MOTOR VEHICLE WO VALID LICENSE				
WILLIAMS, JASON	88935			04/20/18	
<b>Case Number Charge</b>					
2018CT8A1	DRIVING UNDER THE INFLUENCE WITH BREATH ALCOHOL OF .15 OR HIGHER				
2018CT8A3	VOP/DRIVING UNDER THE INFLUENCE CAUSING DAMAGE TO PERSON OR PROPERTY				
WILLIAMS, LATARVIA	215175			05/31/18	
<b>Case Number Charge</b>					
2018MM492A1	POSSESSION OF CANNABIS				
2018MM492A2	POSSESSION OF PARAPHERNALIA				
WILLIAMS, SHUNTAVIA	225850	09/07/18		07/17/18	09/07/18
<b>Case Number Charge</b>					
2018CF1886A1	FTA/POSSESSION OF COCAINE				
2018CF1886A2	FTA/POSSESSION OF PARAPHERNALIA				
WILLIS, INDIA	211902		01/07/18	03/07/18	
<b>Case Number Charge</b>					
2017CF2905A1	VOP/SALE OF CANNABIS				
WILSON, JOHNNY	247547	04/09/18			04/09/18
<b>Case Number Charge</b>					
2018CF757A5	FTA/GRAND THEFT				
WOOD, KIMBERLY	254057	06/05/18			06/05/18
<b>Case Number Charge</b>					
2018CT396A1	FTA/DRIVING UNDER THE INFLUENCE				
YATES, DEBORAH	107738			09/05/18	
<b>Case Number Charge</b>					
2018CF2303A1	POSSESSION OF CONTROLLED SUBSTANCE				
2018CF2303A2	POSSESSION OF CONTROLLED SUBSTANCE				
TOTALS		53	34	186	53

## Leon County Supervised Pretrial Release Program Public Registry Activity Summary

501-C Appleyard Drive, Tallahassee, FL 32304

Year:2018

(Bond Releases)

Month	Interviewed		Assessed		Accepted	
	Indigent	Total	Indigent	Total	Indigent	Total
JANUARY, 2018	0	148	0	71	49	67
FEBRUARY, 2018	0	136	0	73	51	68
MARCH, 2018	0	126	0	54	68	92
APRIL, 2018	0	181	0	82	61	80
MAY, 2018	0	232	0	134	41	54
JUNE, 2018	0	179	0	113	51	62
JULY, 2018	0	212	0	121	43	55
AUGUST, 2018	0	189	0	86	73	87
SEPTEMBER, 2018	0	189	0	87	40	58
OCTOBER, 2018	0	172	0	103	56	67
NOVEMBER, 2018	0	118	0	29	58	67
DECEMBER, 2018	0	147	0	65	47	60
<b>Totals</b>	<b>0</b>	<b>2,029</b>	<b>0</b>	<b>1,018</b>	<b>638</b>	<b>817</b>

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04/23/2018 at 04:11 PM,  
GWEN MARSHALL, CLERK OF COURTS

**IN THE CIRCUIT COURT OF THE SECOND  
JUDICIAL CIRCUIT**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER 2018-06**

**IN RE: UNIFORM BOND SCHEDULE AND PRETRIAL RELEASE PROCEDURES  
SECOND JUDICIAL CIRCUIT, FLORIDA**

**WHEREAS**, Fla.R.Cr.P. 3.131 provides that unless charged with a capital offense or an offense punishable by life imprisonment and the proof of guilt is evident or the presumption is great, every person charged with a crime or a violation of a municipal or county ordinance shall be entitled to pretrial release on reasonable conditions. If no conditions of release can reasonably protect the community from risk of physical harm to persons, assure the presence of the accused at trial, or assure the integrity of the judicial process, the accused may be detained; and

**WHEREAS**, section 903.046, Florida Statutes, provides that the purpose of a bail determination in criminal proceedings is to ensure the appearance of the criminal defendant at subsequent proceedings and to protect the community against unreasonable danger from the criminal defendant; and

**WHEREAS**, section 903.046, Florida Statutes, also provides that in determining whether to release a defendant on bail or other conditions, and what that bail or those conditions may be, the court shall consider the nature and circumstances of the offense charged; the weight of the evidence against the defendant; the defendant's family ties, length of residence in the community, employment history, financial resources and mental conditions; the defendant's past and present conduct related to criminal history; probability of danger to the community; the source of funds to post bail; and the defendant's legal status; and

**WHEREAS**, section 903.047, Florida Statutes, also provides conditions of pretrial release; and

**WHEREAS**, there is a need for continued use of a uniform set of standards to ensure a consistent, objective basis for pretrial release and conditions of release prior to first appearance; it is therefore,



**ORDERED THAT:**

**I. GENERAL PROCEDURES**

**A. GENERAL AUTHORITY**

Pursuant to this order, there is hereby established a Bond Schedule and Pretrial Release Procedures for the Second Judicial Circuit.

**B. DUTY TO EVALUATE**

**1. BOOKING OFFICER**

For purposes of this administrative order, the term "booking officer" shall mean the employee of the receiving facility who receives the defendant from the arresting officer. It will be the booking officer's responsibility to gather the following information and provide it to the Pretrial Release Officer:

- a. The defendant's identity;
- b. The defendant's prior record, including national, state, and local charges;
- c. The existence of any pending prosecutions or warrants, and whether the defendant is currently on probation;
- d. Whether the arrest is as a fugitive from another state, a warrant from another county, a warrant of the parole commission, a bondsman recommit, or other civil matter such as child support or cash purge cases (as to defendants in this category, no further review needs to be conducted);
- e. The defendant's most recent release date from the Department of Corrections, if applicable; and
- f. If a defendant is arrested for violating probation or community control, determine whether a "danger to the public" hearing pursuant to section 948.06(4), Florida Statutes, (Jessica Lunsford Act) is required.
- g. Whether the defendant is required to register as a sexual offender or a sexual predator.

## 2. LEON COUNTY SUPERVISED PRETRIAL RELEASE PROGRAM

An officer of the Leon County Supervised Pretrial Release Program (SPRP) shall be on duty at the Leon County Detention Center every day, twenty-four hours a day. The Pretrial Release Officer shall be responsible for collecting initial information from each defendant for use in determining eligibility for pretrial release, unless the defendant has posted bond under the uniform bond schedule, or unless a bond and the conditions relating thereto, if any, have previously been established by a judge of competent jurisdiction, and those provisions have not been countermanded by this administrative order. The information shall include:

- a. Whether the defendant has a verifiable, permanent local address;
- b. The extent of the defendant's ties, if any, to the community;
- c. The existence of any pending domestic violence injunctions or history of injunctions; and
- d. An application/affidavit of indigency for public defender and acknowledgment of statutory public defender application fee.

This information shall be recorded on a pretrial release intake interview form, attached to other pertinent arrest documents, including the probable cause affidavit and the victim statement, if applicable, and provided to the Court at first appearance. The pretrial release interview form is Attachment A. This form may be amended as determined by the Chief Judge without need to amend this order. (Attachment A, Leon County Pretrial Defendant Information form.)

### C. CLASSIFICATION

All detainees shall be classified by the booking officer as either eligible for immediate release on monetary bond/release on recognizance or requiring further review. The SPRP officer shall further classify the remaining individuals as first appearance required or eligible for the SPRP and/or monetary release.

In a Leon County case, if a judge sets a bond on a warrant and also indicates that the defendant can be treated as if arrested on view, the booking officer/SPRP shall process the defendant as if arrested on view if the defendant is arrested or detained in Leon County. Defendants arrested outside of Leon County shall only be released pursuant to the bond amount set on the warrant.

### D. OTHER COUNTIES

In those counties not having a supervised pretrial release program involved in cases prior to first appearance, the booking officer shall be responsible for all of the above duties.

E. FIRST APPEARANCE REQUIRED (FAR)

1. OFFENSES REQUIRING FIRST APPEARANCE

The following offenses shall require a first appearance unless otherwise specified by the judge issuing the warrant. For purposes of this section, any attempt or conspiracy charge shall be treated the same as the substantive offense.

OFFENSES PUNISHABLE BY LIFE IMPRISONMENT:

All Felony charges classified as Capital Felonies;

All Felony charges classified as Life Felonies;

All Felony charges classified as First Degree Felonies Punishable By Life;

SEX OFFENSES:

Sexual Battery (Section 794.011);

Lewd or Lascivious Offenses (Section 800.04);

CRIMES OF VIOLENCE:

Aggravated Battery (Section 784.045);

Aggravated Assault with Deadly Weapon (Section 784.021);

Any Murder or Attempted Murder including Manslaughter, Driving Under the Influence Manslaughter, and Vehicular Homicide;

Aggravated Stalking (Section 784.048(3));

Stalking (Section 784.048(2));

Domestic Battery (Section 784.03);

Kidnapping (Section 787.01);

False Imprisonment (Section 787.02);

Neglect/Abuse of Elderly (Section 825.102);

Violation of Injunction charges (Sections 741.31 and 784.047);

Violation of Pre-trial Release charges (Section 741.29(6));

ROBBERY:

Home Invasion Robbery (Section 812.135);

Carjacking (Section 812.133);

CRIMES AGAINST CHILDREN:

Sexual Performance By A Child (Section 827.071);

Selling or Buying of Minors (Section 847.0145);

Child Abuse (Section 827.03);

BURGLARY:

Burglary of a Dwelling (Sections 810.02(3)(a) and (b));

Burglary of Occupied Structure (Section 810.02(3)(c));

WEAPONS OFFENSES:

Unlawful Throwing, Placing or Discharging of a Destructive Device or Bomb (Section 790.19);

Possession of a Fire Bomb (Section 806.111);

Possession of Firearm by Convicted Felon (Section 790.23);

WITNESS CRIMES:

Tampering with a Witness (felony) (Section 914.22(1));

Retaliating against a Witness (Section 914.23);

ESCAPE:

Escape (Section 944.40);

Escape from Juvenile Facility (Section 985.721);

MISCELLANEOUS CRIMES:

Aircraft Piracy (Section 860.16);

Trafficking in any controlled substance (Section 893.135);

Arson (Section 806.01);

Failure to Register as a Sex Offender or Sexual Predator (Section 943.0435);

Giving False Name to Officer (Section 837.05) - when defendant's true identity is unknown or seriously questioned;

All Driving Under the Influence charges (Section 316.193) not a first offense; and

All Driving Under the Influence charges (Section 316.193(3)) when personal injury involved.

2. OTHER CIRCUMSTANCES REQUIRING FIRST APPEARANCE EVEN WITH WARRANT

Even if a warrant has been issued by a judge setting a specific bond amount, the defendant shall be held for first appearance if arrested under the following circumstances unless the judge issuing the warrant specifically indicated being aware of these circumstances:

- a. Any defendant arrested for any felony or a misdemeanor involving actual or threatened violence when the defendant is on felony supervision (probation or community control) or is on bond or pretrial release for a pending felony or violent misdemeanor case;
- b. The booking officer has determined pursuant to Section I. B. 1. (f) above that the defendant is charged with violating misdemeanor or felony probation or community control and meets the Jessica Lunsford Act criteria under section 948.06(4), Florida Statutes. First Appearance is required even if the defendant was arrested on a violation of supervision (probation or community control)

warrant that would otherwise have allowed release, unless the judge issuing the warrant specifically found that the defendant was not a danger to the public;

- c. The defendant is suffering from a mental or emotional illness and it appears that release would endanger the safety of the defendant or others;
- d. The pretrial release officer has made a written request that the defendant be held for first appearance stating a bona fide reason for denying bond under the bond schedule. The reason must be limited to the defendant's likelihood of appearance or the safety of the community.

3. OTHER CIRCUMSTANCES REQUIRING FIRST APPEARANCE  
UNLESS A WARRANT INDICATES OTHERWISE

Defendants in the following circumstances should be held for first appearance unless there is a warrant issued by a judge of competent jurisdiction setting the terms of release:

- a. Any felony offense in which the defendant is alleged to have actually possessed or discharged a firearm;
- b. All felony cases in which the defendant has been released from prison within 3 years of the current offense;
- c. All violation of probation on view arrests;
- d. The arresting officer has made a written request that the defendant be held for first appearance stating a bona fide law enforcement reason supporting the need for a first appearance.

F. LAW ENFORCEMENT EXCEPTION TO FIRST APPEARANCE  
REQUIRED

An arresting officer making an on view arrest who determines that the facts and circumstances do not warrant holding a defendant for first appearance may make a written request that the defendant be released. Based on this request, the pretrial release or booking officer may authorize the defendant to be released on SPRP or monetary bond provided the defendant has no other pending charges and no convictions for any misdemeanor involving violence or any felony.

## G. MANDATORY CONDITIONS

Certain special conditions are mandatory depending on the charge against the defendant. These conditions apply regardless of the nature of the defendant's release, including persons released on monetary bonds or on their own recognizance. These special conditions shall apply in the following circumstances:

1. *Alcohol Offenses.* Alcohol abstinence shall be required in all offenses in which the use of alcohol is an element, including, but not limited to, all charges for driving under the influence, disorderly intoxication and underage drinking.
2. *Criminal Activity.* The defendant shall also refrain from any future criminal activity.
3. *Victim Contact.* As required by section 903.047, Florida Statutes, the defendant shall refrain from having any contact with the victim, directly or indirectly. This shall include the defendant having no contact with the property or premises where the alleged crime took place.
4. *Drug Offenses.* Random urinalysis shall be required for any Defendant charged with a felony violation of Chapter 893, Florida Statutes, who has a prior conviction for a drug offense under chapter 893 (either felony or misdemeanor). In counties having a supervised pretrial release program, these persons will be subject to supervision of the SPRP even though a monetary bond may also be required. The Defendant shall bear all costs of testing and supervision, absent court order to the contrary.

Unless the alleged victim is present at the first appearance and is given an opportunity to be heard, the no-contact condition set forth in 3 above, shall not be deleted or modified except by the judge having trial jurisdiction of the offense. The booking officer will ensure that each defendant sign an acknowledgment of these provisions, witness the document and submit the original document to the court file. The form of acknowledgment is attached to this order.

## H. ADDITIONAL PROVISIONS BY TRIAL JUDGE

In any case where a defendant has been released pursuant to this administrative order before first appearance, pursuant to notice and hearing the assigned trial judge may impose additional conditions of release to protect the community from risk of physical harm, to assure the presence of the accused at trial, or to assure the integrity of the judicial process.

## II. LEON COUNTY SUPERVISED PRETRIAL RELEASE PROGRAM PROCEDURES

### A. GENERAL PROVISIONS

The SPRP was established to provide an alternative to monetary bail for those Defendants who are likely to appear in court and unlikely to present a danger to the community. Release under the supervision of the SPRP shall be subject to the procedures set forth in subparagraphs B., C. and D.

### B. RISK ASSESSMENT REVIEW

All persons arrested and admitted to the Leon County Detention Center, charged with a second degree nonviolent felony or lower offense, shall be evaluated using the risk assessment instrument and criteria designated by the Chief Judge, and if the person meets that criteria he or she shall be released on his or her own recognizance with conditions deemed appropriate by the pretrial release director or designee, provided that the other criteria outlined in Section C (Eligibility for Pretrial Release) of the Attached Leon County Pretrial Release Procedures are met. A "violent crime" means any crime which injures or threatens to injure another person.

### C. ELIGIBILITY FOR PRETRIAL RELEASE

The pretrial release officer shall evaluate each Defendant charged with a second degree nonviolent offense or lesser offense using the risk assessment instrument and criteria designated by the Chief Judge to determine eligibility for pretrial release. A Defendant who has made a written request for pretrial release and who has a verified address in the Second Judicial Circuit and meets the risk assessment criteria designated by the Chief Judge shall be eligible for release unless one of the following conditions exist:

1. The Defendant has a history of an escape or an unexcused failure to appear.
2. The Defendant was taken into custody on a warrant that indicates a specific monetary amount, that the Defendant should be held without bond or that the Defendant should be held for first appearance.
3. Pursuant to section I. E. above a first appearance is required.

### D. CONDITIONS OF SUPERVISED PRETRIAL RELEASE PROGRAM

#### 1. General Conditions

Pretrial release officers have the authority to require a Defendant to meet any of the following conditions of release under the SPRP:

- a. Regular contact with the pretrial release officer.
- b. No contact with the victim.
- c. No return to the property in question.
- d. No weapons or firearms.
- e. Abstinence from alcohol.
- f. Curfew.
- g. Surrender of passport.
- h. Limitations on residence and travel.
- i. Screening for mental illness, drug abuse, or alcohol abuse.
- j. Random testing, including urinalysis, for drugs or alcohol.
- k. Maintain full-time employment or school.
- l. Employment search.
- m. Any other condition necessary to ensure community safety.

2. Violations

If any Defendant released under the supervision of the pretrial release program violates any of the conditions of release, the officer shall prepare an affidavit and a proposed order to show cause why the Defendant's pretrial release should not be revoked. The affidavit and proposed order to show cause shall be presented to the assigned trial judge. Emergency situations during non-business hours, as determined by the pretrial release officer, shall be presented to any available judge. Any individual arrested under the emergency procedures must be brought before a judge within 24 hours. Otherwise, violations of pretrial release conditions should be promptly presented to the judge having trial jurisdiction over the case. "Emergency situations" shall be defined as circumstances necessary to protect the community from risk of personal injury, to assure the presence of the accused at trial, or to assure the integrity of the judicial process. These procedures shall not be interpreted to extend or limit a law enforcement officer's authority to make a warrantless arrest for violating a condition of release.



### **III. OTHER COUNTIES - SUPERVISED PRETRIAL RELEASE PROGRAMS**

Counties other than Leon County are authorized to develop separate procedures for a supervised pretrial release program as approved by the Chief Circuit Judge in consultation with the judges handling criminal matters in the respective counties.

### **IV. BOND SCHEDULE**

These bond amounts shall apply circuit wide. Absent other specific provision to the contrary set out in this administrative order, a defendant shall be entitled to release upon posting the following specified bond amounts. In Leon County, these bond amounts will apply regardless of the defendant's eligibility for the SPRP. This bond schedule is implemented only for purposes of release of a defendant prior to first appearance. The specific terms of release set for an arrestee at first appearance must be set only after an individualized assessment of the individual arrestee's personal circumstances. The bail amounts listed below have no binding affect at first appearance or thereafter:

Bond should be set at \$25,000 on the following charges:  
All first degree felonies

Bond should be set at \$10,000 on the following charges:  
All other second degree felony property crimes  
Fleeing and Eluding Law Enforcement Officer (Section 316.1935)  
All second degree felony drug charges

Bond should be set at \$5,000 on the following charges:  
Grand Theft Firearm (Section 812.014(2)(c)5.)  
Grand Theft Motor Vehicle (Section 812.014(2)(c)6.)  
Dealing In Stolen Property (Section 812.019)  
Insurance Fraud (Section 817.234(11)(a))  
Driving While License Suspended or Revoked with Injury (Section 322.34(6)(b))  
All other third degree felony burglary charges  
Criminal Use of Personal Identification (Section 817.568)

Bond should be set at \$2,500 on the following charges:  
Grand Theft (not otherwise specified herein) (Section 812.014)  
Credit Card Fraud (Section 817.481)  
Forgery (Section 831.01)  
Uttering (Section 831.02)  
All third degree felony drug charges  
Providing False Information To Officer With Adverse Affect (Section 901.36(2))  
Unemployment Compensation Fraud (Section 443.071(1))

Bond should be set at \$1,000 on the following charges:

Felony Dumping

Defrauding a Pawnbroker

Public Assistance Fraud \$200 or more (Section 414.39(5)(b))

Felony Petit Theft (Section 812.014(3)(c))

Felony Driving While License Suspended or Revoked (Section 322.34(2)(c))

All other third degree felony crimes

Cruelty to Animals (Section 828.12)

Bond should be set at \$500 on the following charges:

All other first degree misdemeanors

All first offender misdemeanor Driving Under the Influence charges

Bond should be set at \$250 on the following charges, if the defendant does not have a verifiable local address, and release on recognizance (ROR), if the defendant does have a verifiable local address:

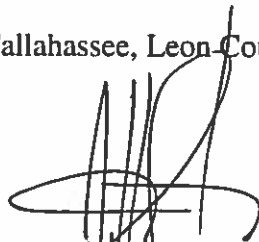
All other second degree misdemeanors

All county and city ordinance violations

**V. TERMINATION OF OTHER ORDERS/EFFECTIVE DATE**

Administrative Orders 2003-8, 2003-10, 2006-02 and the subsequent amendments to those orders are hereby terminated. This order becomes effective immediately.

**DONE AND ORDERED** in Tallahassee, Leon County, on April 23, 2018.



**JONATHAN SJOSTROM**  
Chief Judge

Copies furnished to:

All Circuit and County Judges, Second Judicial Circuit

All Clerks of the Circuit Court, Second Judicial Circuit

All Sheriffs, Second Judicial Circuit

Public Defender, Second Judicial Circuit

State Attorney, Second Judicial Circuit

**Leon County**  
**Pretrial Defendant Information**

Attachment #1  
Attachment #2 Page 77 of 80  
Page 12 of 15

*Run DateTime*

Defendant Name (SPN#0000)

Interview Date

Interviewed by

**Note: READ TO EACH PERSON INTERVIEWED**

The information provided during this interview will be used to make a decision as to the nature of your pretrial release including the amount of any monetary bond. You are not required to answer any questions and you have the right to consult an attorney before providing any information.

Do you consent to this interview?

**SECTION 1 - General Information**

SPIN#:

Last name:

First name:

Middle:

Aliases:

Sex:

Race:

SS#:

Age:

D.O.B:

SEX/VIOLENT OFFENSE: NO RECORDS FOUND

**SECTION 2 - Current Case Number(s) and Charge(s)**

JIS Case#	Offns. Date	Statute#	Charge Literal	Bond \$	Bond Type
-----------	-------------	----------	----------------	---------	-----------

**SECTION 3 - Pending Leon County Case(s)**

JIS Case#	Offns. Date	Statute#	Charge Literal	Last Court Date
-----------	-------------	----------	----------------	-----------------

**SECTION 4 - Criminal History Summary (Originals Attached)**

JIS Case#	Offns. Date	Statute#	Charge Literal	Final Disposition
-----------	-------------	----------	----------------	-------------------

FCIC:

NCIC:

JUV:

DMV:

DOM INJ:

**Leon County**  
**Pretrial Defendant Information**

Attachment #1  
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Page 13 of 15

*Run DateTime*

Defendant Name (SPN#0000)

**SECTION 5 - Current Court Ordered Supervision**

Currently on Probation?	NO	Details	Officer: _____
Currently on Pre-Trial?	NO	Details	Officer: _____
Currently on Bond?	0	Details	Agent: _____
Currently on Parole?	NO	Details	Officer: _____
Additional Criminal Info. _____			

**SECTION 6 - Employment/School Information**

Employed? NO      Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

How Long Employed? 0 years      months      Phone#: \_\_\_\_\_      Job Title: \_\_\_\_\_

Previous Employment \_\_\_\_\_  
(in the last 2 years)

Additional Emp. Info. \_\_\_\_\_

**SECTION 7 - Residency/Time in 2nd Judicial Circuit Information**

Present Address: \_\_\_\_\_

City: Tallahassee      State: FL      Zip Code: \_\_\_\_\_

How long at this address: 0 years      months      Reside with: \_\_\_\_\_      Relationship: \_\_\_\_\_

Rent/own: RENT      Phone#: \_\_\_\_\_      How long in 2nd Jud. Circuit: 0 years      months

Previous Addresses: \_\_\_\_\_  
(last 2 years)

Additional Addr. Info. \_\_\_\_\_

**SECTION 8 - Family Ties/References**

Marital Status: SINGLE      Spouse Name/Address: -

List name, address,  
phone numbers and  
relationship of other  
family and/or  
references

Additional Ref. Info. \_\_\_\_\_

**Leon County**  
**Pretrial Defendant Information**

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Run Date/Time  
09-APR-2018 02:19 PM

Defendant Name (SPN#0000)

**SECTION 9 - Medical History**

Current Health Condition: GOOD

**Health Insurance**

Treated for Physical/Mental Disorder? NO Month/Year? \_\_\_\_\_

Treated for Drug/Alcohol Use? NO Month/Year? \_\_\_\_\_

Mental Disorder? NO

Receive SSI/Disability \$\$\$? NO

Last Treatment

How Much Per Month? 0

Doctor's Name

Taking Med. As Prescribed? NO

Diagnosed? NO

Name of Mental Facility NO

On Prescription? NO

Location

Comments \_\_\_\_\_

**SECTION 10 - Financial Information (Did client complete financial affidavit? NO)**

Public Defender Requested? NO Number of Dependents: 0 AFDC/SSI Recipient? NO

Other Income \_\_\_\_\_

Income From Job (after tax) 0 Unemployment: 0 SSI, Food Stamps:

Spouse Income: 0 AFDC: Rental Income: 0

Child Support/Alimony: 0 Financial Aid to School Parents/Grants/Others:

S.S./Retirement/Disability: 0 Direct Financial Aid:

Monthly Debts \_\_\_\_\_

Auto Loans: Rental/Mortgage: Child Support:

Utilities: Gas/Transportation: Phone:

Cable: Student Loans: Food:

Day Care: Car Insurance: CREDIT CARD 0

Additional Financial Info. \_\_\_\_\_

What is the maximum amount of financial security that you can post or pay up front within 24 hours of this arrest? This amount should include any assistance that you can reasonably expect from family or friends.

I certify that all information that I have provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Pre-Trial Specialist

**Leon County**  
**Pretrial Defendant Information**

Attachment #1  
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Page 15 of 15

Run DateTime  
09-APR-2018 02:19 PM

Defendant Name (SPN#0000)

**SECTION 11 - Vera Point Scale**

Second Judicial Circuit Address? NO

Interview Score 0

Verified Score 0

Interview w Points	Verifie d Points	Interview
Prior Criminal Record	Verified?	NO
		No convictions
		One misdemeanor conviction
		Pending Leon County case OR 1st or 2nd FTA
		Felony conviction(s) OR habitual traffic offender
		Incarceration in a penal institution in the past 5 years

Note: One point must be deducted for any pending criminal charge.  
One point must be deducted for 1 or 2 FTAs.

Employment/Schooling

Verified? NO

Present job one (1) year or more OR full-time student  
Present job four (4) months OR present and prior job six (6) months  
Present job one (1) month  
Current job OR unemployment three (3) months or less with nine (9) months or more on prior job  
Receiving unemployment compensation or welfare OR supported by family

Residence

Verified? NO

Present residence one (1) year or more  
Present residence six (6) months OR present and prior residence one (1) year  
Present residence four (4) months OR present and prior residence six (6) months

Family Ties

Verified? NO

Lives with family AND has contact with other family members  
Lives alone with family  
Lives alone and has contact with family  
Lives with non-family person whom he/she gives as reference

**Definitions:**

Family: grandparent, parent, brother, sister, children, and/or spouse.  
Contact: must see the person at least once a week.

Time in the Second Judicial Circuit

Verified? NO

Five (5) years or more

# Leon County Board of County Commissioners

## Budget Workshop Item #7

April 23, 2019

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

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

**Title:** Pretrial Release Program Fees

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Teresa Broxton, Director, Office of Intervention and Detention Alternatives James B. Crum, Pretrial Release Supervisor Timothy Barden, Budget Manager

### **Statement of Issue:**

This item, as directed by the Board, provides an analysis on the impacts of eliminating pretrial release program fees.

### **Fiscal Impact:**

This item has no fiscal impact. However, if the Board approves the elimination of pretrial release fees an additional \$208,849 from the general fund would be required to support the program.

### **Staff Recommendation:**

Option #1: Accept the status report on the Supervised Pretrial Release Program and take no further action.

Title: Pretrial Release Program Fees  
April 23, 2019  
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## Report and Discussion

### **Background:**

At the January 22, 2019 meeting, the Board directed staff to prepare a budget discussion item to consider the elimination of supervised pretrial release fees. Currently, Leon County charges fees to offset the cost of administering the Supervised Pretrial Release Program. The Board discussed the elimination of fees as one possible approach to reduce the number of people detained in the Leon County Detention Facility prior to their trial. It is important to note that pretrial fees are only paid by people with the ability to pay. Individuals are not detained in custody due to their inability to pay fees associated with the Supervised Pretrial Release Program (SPTR) but are detained because they cannot afford to pay the monetary bond imposed by the courts as a condition of their release. SPTR Program fees are waived for those who have been determined by the Court to be indigent and cannot afford to pay.

To reduce the number of people who remain in custody due to their inability to post bond, the Chief Judge for the Second Judicial Circuit recently amended the guidelines set out in the Administrative Order governing pretrial release. A report generated from the criminal justice database identified a total of 215 pretrial inmates who are in custody and have not posted their bond. In considering the 215 defendants currently held in custody due to their inability to post bond, it is expected that at least half, approximately 108 of them are likely to be assigned to the SPTR Program with special conditions of release, including electronic monitoring. The analysis section of this item provides additional information and a review regarding the new Administrative Orders.

A national movement is underway by various advocates for criminal justice reform to reduce the criminal justice system's reliance on monetary bonds for the release of people from custody prior to sentencing. Proponents of bail reform argue that pretrial release based on bail bonds creates inequality in the criminal justice system because low income people who are poor are less able to post the monetary bond. As a result, they suffer greater economic repercussions and less favorable outcomes to their criminal case. People who are in custody for longer periods often lose their employment, housing and other benefits and are more likely to readily enter into a plea agreement to expedite their release from custody. Lawsuits advocating for bail reform have been filed in many jurisdictions and have resulted in legislation limiting or eliminating bail bonds. In 2016, Washington, DC passed legislation eliminating bail bonds. Counties in Alabama (Jefferson), Georgia (Fulton), Tennessee (Davidson), Texas (Harris) and entire states such as California, Louisiana, New Jersey, New Mexico, Kentucky and Maryland have undergone bail reform.

Recently, the American Civil Liberties Union (ACLU) filed lawsuits against several criminal justice entities in Florida, including the Leon County Sheriff, on behalf of indigent pretrial inmates contesting the unlawful detention of people based solely on their inability to afford the monetary bond set in their case. The case involving the Leon County Sheriff, *Knight v. Sheriff of Leon County*, was filed in the U.S District Court of the Northern District of Florida on October 13, 2017. On March 29, 2019 the federal court judge dismissed the case.

In preparation for this item, staff met with criminal justice stakeholders, including the Chief Judge, the Sheriff, the State Attorney and the Public Defender to discuss eliminating the pretrial fees;



Title: Pretrial Release Program Fees  
April 23, 2019  
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federal litigation challenging the pretrial detention of people who do not have the ability to post bond; the new Administrative Orders from the Chief Judge of the Second Judicial Circuit which is intended to resolve the matter; and, the impact of these issues to the Supervised Pretrial Release Program's current resources.

As follows in the analysis, given the new Administrative Order increasing the number of possible individuals being placed on pre-trial and the anticipated increased costs of the electronic monitoring program, this item recommends maintaining the current pre-trial release fees.

### **Analysis:**

Prior to discussing the possible elimination of pre-trial fees, the analysis provides a general overview of the rules governing how and when defendants are released from jail prior to trial, including an overview of New Administrative Orders Revising the Pretrial Release Guidelines for the Second Judicial Circuit.

The Florida Rules of Criminal Procedures provide that unless charged with a capital offense or an offense punishable by life imprisonment and the proof of guilt is evident or the presumption is great, every person charged with a crime or a violation of a municipal or county ordinance shall be entitled to pretrial release on reasonable conditions. Reasonable conditions include conditions such as a monetary bond, no contact or abstaining from the use of alcohol or illegal drugs. Further, section 907.041, *Florida Statutes*, states that it is the intent of the Legislature to create a presumption in favor of release on non-monetary conditions for any person who is granted pretrial release unless such person is charged with a dangerous crime. Dangerous crimes are described in section 907.041(4), *F.S.*, and include offenses such as arson, aggravated assault, aggravated battery, child abuse, abuse of an elderly person, or disabled adult, kidnapping, homicide, manslaughter, sexual battery and other offenses, robbery, carjacking, stalking and domestic battery.

The current Administrative Order, Administrative Order 2018-06, outlines the following options for an arrestee's immediate release from custody:

- **Release on their own Recognizance (ROR):** Subsequent to an arrest and booking into the Leon County Detention Facility, an arrestee may be granted release by the on-duty correctional officer without the requirement of posting a bond or appearing before a judge. The arrestee is released after promising, in writing, to appear in court for all upcoming proceedings.
- **Supervised Pretrial Release (SPTR):** provides an alternative to monetary bond for those who have been arrested and are likely to appear in court and unlikely to present a danger to the community. The person is interviewed and assessed for release by SPTR staff through a review and confirmation of their ties to the community, such as residency, employment or enrollment in school and prior criminal history. Those released under this provision are subject to specific court-ordered conditions and are monitored for compliance by SPTR staff.

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- **Bail Bond (Bond):** Absent other specific provisions set out in the Administrative Order prohibiting release from custody, any person arrested is entitled to release after posting the specified monetary amounts outlined in the Administrative Order.
- **Bond with SPTR conditions (Bond plus SPTR):** Entitles a person to release upon posting a monetary bond and includes specific court-ordered conditions to be monitored by SPTR staff.

Leon County is one of 29 counties in Florida that operates a Supervised Pretrial Release Program. The remaining 38 counties utilize ROR and bond to comply with the law. Supervised Pretrial Release serves as an alternative to incarceration for defendants who are likely to appear in court and unlikely to present a danger to the community. Immediate release from incarceration into the Supervised Pretrial Release Program is non-monetary and is subject to the criteria set forth in the Administrative Order by the Chief Judge of the Second Judicial Circuit.

As previously referenced, 215 people are currently in the Leon County Detention Facility due to their inability to post the monetary bond imposed as a condition of release. In October 2017, the ACLU filed a lawsuit against the Leon County Sheriff on behalf of indigent pretrial inmates contesting the unlawful detention of people based solely on their inability to afford the monetary bond set in their case. On March 29, 2019 the federal court judge dismissed the case.

#### New Administrative Orders Revising the Pretrial Release Guidelines for the Second Judicial Circuit

Although the ACLU lawsuit has been dismissed, recently, the Chief Judge of the Second Judicial Circuit revised the Administrative Order (Uniform Bond Schedule and Pretrial Release Procedures) which governs the processes and procedures for pretrial release. The revised order and a new order are intended to reduce the number of people who are detained in custody because they cannot afford the monetary bond imposed as a condition of their release (Attachments #1 and #2). The Administrative Orders will be effective April 15, 2019. The Judge estimates that half (108) of the pretrial defendants currently held in custody are expected to be released and assigned to the Supervised Pretrial Release Program. These defendants are likely to be determined indigent and unable to pay pretrial release program fees, thereby increasing the cost of the Supervised Pretrial Release Program.

The revisions to Administrative Order 2019-05 (Uniform Bond Schedule and Pretrial Release Procedures) do not change the SPTR staff's current responsibility to collect and verify information prior to granting release to the arrestees who meet the defined criteria. However, the Chief Judge has indicated that other changes provide judges more discretion to assign defendants to the SPTR Program in lieu of monetary bond. Administrative Order 2019-06 (First Appearance and Pretrial Detention Procedures) requires SPTR staff to complete a risk assessment and verify the information provided for each arrestee who is required to appear before a judge. In consideration of the increased workload, the criminal justice stakeholders have agreed to change the First Appearance Hearing start time from 8:45 am to 11:00 am to allow SPTR staff more time to gather and verify the defendant's information. The change in start time should also allow defense counsel and the prosecutor more time to negotiate each defendant's terms of release before the hearing. The Chief Judge anticipates that significantly more people will be assigned to the SPTR Program

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after a first appearance hearing. In consideration of this assessment and the report identifying the number of defendants who remain incarcerated with a bond, staff anticipates a minimum 18% increase in the current caseload.

Annually, during the development of the budget, staff evaluates the number of defendants/cases assigned to each Pretrial Officer. During the FY2019 Budget Workshop, staff noted that an unfilled Pretrial Officer position would be held vacant due to a reduction in the number people being assigned to the Supervised Release Program over the previous year. Staff will monitor the impact of the new Administrative Orders and fill the vacant position, if needed.

Although it is reasonable to expect that the cost of operating the Detention Facility will decrease with the increase in the number of people released into the Supervised Pretrial Release Program, the initial cost savings are likely to be reduced costs for food, medical, etc. For the current fiscal year, any funds the Sheriff does not spend would be returned to the County as excess revenue at the end of the fiscal year. Some of the pretrial detainees who currently remain incarcerated with a high bond are presumed more likely to pose a risk to public safety and less likely to return to court; There is a high probability that some of these defendants will violate the conditions of release and be remanded back to the Detention Facility by the Courts. Most defendants who violate the pretrial release conditions are rearrested and held in custody with no bond until their case is disposed.

For next fiscal year, the Sheriff's budget will be submitted to the County on May 1, 2019. The Sheriff's Office is evaluating the projected impact of the new Administrative Orders for consideration in their budget submission. In addition, over the next year, additional analysis will be conducted to determine the on-going impact of the Administrative Orders on the Sheriff's budget. Staff will work with the Sheriff's Office in monitoring the changes to the jail population and provide an update as part of the FY 2020/2021 budget development process.

As previously stated, efforts to reduce the criminal justice system's reliance on monetary bonds for the release of people from custody prior to sentencing is occurring across the nation. The Chief Judge of the Second Judicial Circuit has opined that if bail reform is implemented successfully the demand for pretrial release services will increase.

#### Elimination of Pretrial Release Fees

With the implementation of the new Administrative Orders, more individuals will be sentenced to pre-trial release; most are anticipated to be declared indigent by the Court and therefore not required to pay pretrial fees. However, people assigned to Leon County's SPTR Program are assessed fees to offset the cost of administering the program (Attachment #3). The fees are used strictly to relieve the administrative cost burden and are narrowly set to not exceed the actual cost of providing the service. If the court determines that a defendant does not have the ability to pay, the fees are waived or allowed to accrue. During 2018, 33% of the defendants assigned GPS monitoring were granted fee waivers or accruals. This would indicate that while no one is detained in the Detention Facility or remanded to the Detention Facility due to their inability to pay fees, it is important that those who have the financial ability to pay their fees contribute to their rehabilitation. The fees assist in offsetting the costs of the equipment and supplies the County is required to provide to monitor defendants while on pretrial release.

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Pretrial Release Program are generally administered by County governments, Sheriff, or Court Administration. Some contract with a private vendor to provide services. Staff conducted a survey of the 29 Florida counties that provide pretrial release services. Responses were received from 17 programs some of which serve multiple counties. Of those that responded 15 indicated they either contract with a private vendor that collects fees directly from the participant or the agency collects fees. Attachment #4 provides the survey results and identifies the agency responsible for administering the pretrial release program and the services for which fees are collected.

The SPTR Program is funded through a combination of general revenue and fees collected from the program participants. The majority of the SPTR budget (91%) is supported by general revenues. The total amount of fees collected vary annually, based on the conditions imposed and participant payments. Staff is working with the Court to identify long term solutions to address fee collections. If the Board eliminates pretrial release fees, the loss of revenue will total approximately \$208,849.

A total of \$101,714 was collected in supervision fees and costs for 24/7 Global Positioning Satellite (GPS) monitoring and Secured Continuous Remote Alcohol Monitoring (SCRAM) equipment and services. The remaining \$107,135 was collected from defendants who were required by the courts to submit to random alcohol and urinalysis testing. Elimination of the fees will require an increase in general revenue to support these services.

Prior to the Board considering the elimination of pretrial fees, it is important to be aware that the cost of GPS services is also anticipated to increase by as much as \$251,000 next fiscal year as summarized in Table 1. Currently, Leon County utilizes a private contractor to provide GPS services. The current electronic monitoring services contract will expire in September 2019. Per the contract, the County pays the contractor \$123,000 annually for the costs associated with services for the defendants whose fees are waived. The contractor also collects fees directly from those defendants who have the financial ability to pay for the services. According to the vendor, the total cost of the program is estimated at \$387,447.

**Table 1. FY 2020 Estimated Cost Increase for Pretrial GPS Services**

Contractor cost to run GPS program* (365 days times \$9.65/day times 110 defendants)	\$387,447
Less: County contractual payment to vendor	(\$123,000)
Less: Defendant fees	(\$13,184)
Projected Shortfall	\$251,263

*\* County's current contract expires September 30, 2019.*

Staff is also evaluating several alternative vendors through existing joint purchasing agreements, as well as providing the service with County staff. In addition, federal and state grants are being evaluated to pay for a portion of the anticipated cost increase. Currently, the tentative FY2020 budget contemplates the projected cost increase. Based on the out-come of the procurement process, a final funding request will be included at the June 2019 budget workshop.

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Elimination of the pretrial release fees at this time would further increase the need for general revenue to maintain the services provided by the Supervised Pretrial Release Program. Should the Board wish to eliminate the fees, staff would develop recommendations on how to address the additional \$208,000 revenue reduction for the June 18, 2019 Budget Workshop.

#### **Conclusion**

In summary, Supervised Pretrial Release serves as an alternative to incarceration for defendants who are likely to appear in court and unlikely to present a danger to the community. No one is detained in or remanded to the Detention Facility because they cannot afford to pay pretrial release fees; but rather defendants are detained in custody if they fail to pay the court-imposed monetary bond required as a condition of release. To address this situation, the Chief Judge of the Second Judicial Circuit has introduced two Administrative Orders designed to reduce the number of people who remain in custody due to their inability to post bond. Upon effectuation of the new Orders, at least 100 individuals are expected to be released from the Leon County Detention Facility and assigned to the Supervised Pretrial Release Program. Staff will monitor the increased workload and proceed with filing an existing vacant position if necessary.

In considering the elimination of pretrial fees, an additional \$208,849 of general revenue would be required to continue operating the Supervised Pretrial Release Program. Finally, next fiscal year, the costs associated with the electronic monitoring program are expected to increase by as much as \$251,000.

This item recommends accepting the status report, maintaining the existing pretrial fees and taking no further action.

#### **Options:**

1. Accept the Status Report on the Supervised Pretrial Release Program and take no further action.
2. Direct staff to develop the preliminary budget by eliminating pretrial release fees effective October 1, 2019 and provide recommendations at the June 18, 2019 Budget Workshop to offset the \$208,000 reduction in revenue.
3. Board direction.

#### **Recommendation:**

Option #1

#### **Attachments:**

1. Administrative Order 2019-05
2. Administrative Order 2019-06
3. Supervised Pretrial Release and Probation Fee Schedule
4. Survey of Florida Pretrial Release Programs

**IN THE SECOND JUDICIAL CIRCUIT  
OF FLORIDA**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER 2019-05**

**IN RE: UNIFORM BOND SCHEDULE AND PRETRIAL RELEASE PROCEDURES**

**WHEREAS**, Rule 3.131 of the Florida Rules of Criminal Procedure, provides that unless charged with a capital offense or an offense punishable by life imprisonment and the proof of guilt is evident or the presumption is great, every person charged with a crime or a violation of a municipal or county ordinance shall be entitled to pretrial release on reasonable conditions. If no conditions of release can reasonably protect the community from risk of physical harm to persons, assure the presence of the accused at trial, or assure the integrity of the judicial process, the accused may be detained; and

**WHEREAS**, section 903.046, Florida Statutes, provides that the purpose of a bail determination in criminal proceedings is to ensure the appearance of the criminal defendant at subsequent proceedings and to protect the community against unreasonable danger from the criminal defendant; and

**WHEREAS**, section 903.046, Florida Statutes, also provides that in determining whether to release a defendant on bail or other conditions, and what that bail or those conditions may be, the court shall consider the nature and circumstances of the offense charged; the weight of the evidence against the defendant; the defendant's family ties, length of residence in the community, employment history, financial resources and mental conditions; the defendant's past and present conduct related to criminal history; probability of danger to the community; the source of funds to post bail; and the defendant's legal status; and

**WHEREAS**, section 903.047, Florida Statutes, also provides conditions of pretrial release; and

**WHEREAS**, there is a need for continued use of a uniform set of standards to ensure a consistent, objective basis for pretrial release and conditions of release prior to first appearance; it is therefore

**ORDERED** that:

**I. Release by Booking Officer or by Pretrial Release Officer.**

**A. Definitions.**

"Arrestee" means a person arrested by law-enforcement unless and until a charging document is filed.

“Booking Officer” means the employee of a Sheriff’s Office who receives the defendant from the arresting officer for processing after arrest.

“Pretrial Release Officer” (“PRO”) means an employee of the Leon County Supervised Pretrial Release Program to release eligible arrestees on Supervised Pretrial Release prior to first appearance before a judge. A PRO shall be on duty at the Leon County Detention Center every day, twenty-four hours per day unless excused by the chief judge. A PRO shall attend each first appearance hearing in Leon County.

The PRO is responsible to gather information, as reasonably practicable, necessary to determine whether an arrestee is eligible for release by the PRO without the delay of awaiting first appearance before a judge. The PRO is also responsible to provide information to the first appearance judge to assist in the first appearance judge’s decisions regarding release and conditions. The PRO is required to make reasonable efforts to gather the specified information and shall inform the first appearance judge if exigencies of time or resources prevented gathering of specified information.

“On view arrest” means an arrest for a crime, violation of probation, or violation of conditions of release based on a law enforcement officer’s observation of such conduct and without a warrant or summons issued by a judge.

“Assigned trial judge” or “presiding judge” means the judge of the division to which the arrestee’s case is assigned after arrest for all proceedings after first appearance.

“First appearance judge” means the judge conducting the initial hearing under Rule 3.131(b), Fla.R.Crim.P. for arrestees who are not released by the Booking Officer or PRO.

“Release on recognizance” (“ROR”) means that no conditions of release are imposed except mandatory conditions established by this administrative order or by law.

“Emergency” means circumstances presenting a significant and imminent risk of (1) personal injury to any person or the community, (2) absconding or failure of the arrestee to appear; or (3) compromise of the integrity of the judicial process such as by witness intimidation or threats, or failure or refusal to obey court orders.

## **B. Information for Pretrial Release and Detention.**

### **1. Booking Officer Gathers Identity and Criminal Justice Information.**

- a. The Booking Officer is responsible to gather identity and criminal justice information regarding each arrestee, to classify the arrestee and determine if the arrestee is eligible for release without referral for supervised pretrial release or first appearance before a judge.

- b. The Booking Officer shall provide the information gathered to the Clerk of Court for filing in the arrestee's court file and to the PRO if the arrestee is not released by the Booking Officer.
  - c. The Booking Officer shall gather information, if any and as reasonably available, as to the arrestee's:
    - (1) identity including legal name, date of birth, social security number, SPN number, mobile phone number for receipt of text messages, email address and residence address;
    - (2) prior criminal record including national, state, and local arrests, charges, convictions, imprisonment in the Department of Corrections and most recent release date;
    - (3) pending prosecutions and warrants;
    - (4) probation, community control or similar supervision status.
    - (5) pretrial release status at the time of the current alleged offense or arrest;
    - (6) status as a fugitive from another state, status as subject to a warrant from another county or of the parole commission or subject of a bondsman recommit;
    - (7) status as subject to an arrest order for civil contempt of court including for non-payment of child support or cash purge;
    - (8) status as subject to the Lunsford Act -- if the arrest is for violation of probation or community control, whether a "danger to the public" hearing is required by the Lunsford Act, section 984.06(4), Florida Statutes; and
    - (9) status as required to register as a sexual offender of sexual predator.
2. PRO Gathers Information Regarding Finances, Employment and Ties to the Community.
- a. The PRO is responsible to gather specified information for each arrestee, to the extent reasonably available, except arrestees released by the booking officer.
  - b. The PRO is responsible, as time and resources reasonably permit, to gather information regarding the arrestee's finances, employment and ties to the community to determine if the arrestee is eligible for pretrial release and appropriate conditions of release.
  - c. The PRO shall interview each arrestee, if reasonably practicable, to gather information to determine eligibility for release. If the arrestee is not released the information will be used to assist the first appearance judge in determining release and conditions.
  - d. The Booking Officer or other personnel at the detention facility shall make available to each arrestee a written document:



- (1) disclosing that the purpose of the information sought is to determine the arrestee's eligibility for release, and establish conditions of release including setting the amount of bond;
  - (2) describing the arrestee's right to counsel;
  - (3) describing the arrestee's right to appear before a judge for first appearance, talk to the first appearance judge about release, and be informed of the reasons for release decisions; and
  - (4) file a motion and have a hearing to address release, modification of conditions and to reduce or eliminate bond before the presiding trial judge.
- e. To the extent that time and resources permit, the PRO is responsible to inform each arrestee orally that the purpose of the information sought is to determine the arrestee's eligibility for release and establish conditions of release including setting the amount of bail.
- f. The PRO shall record information gathered from each arrestee on a pretrial release arrestee information form. The PRO shall make written notation if time and resources did not permit a particular inquiry, or if the arrestee refused to provide requested information.
- g. The PRO is responsible to gather information, if any, as to the arrestee's ties to the community and financial means including:
- (1) Residence address, stability and length of residence, including:
    - (a) home ownership;
    - (b) lease or rental agreement;
    - (c) living arrangement with family member or friend;
    - (c) transitional housing arrangement such as Hope House; and/or
    - (e) homeless shelter.
  - (2) Ties to the community, including:
    - (a) employment;
    - (b) enrollment in college, university or trade school;
    - (c) membership in local organizations;
    - (d) responsible adults willing to provide supervision; and/or
    - (e) trade or occupational licenses.
  - (3) Financial means including:
    - (a) salary or other income;
    - (b) ownership of real property;
    - (c) ownership of motor vehicles;
    - (d) ownership of securities;
    - (e) ownership of savings or checking accounts;

- (f) ownership of cash; and/or
- (g) other adults willing to post bail.

3. PRO Gathers Information Regarding Protective Injunctions. The PRO is responsible to gather civil court information relevant to the arrestee's dangerousness to persons or the community and threat to the integrity of the judicial process. The PRO is responsible to gather information as to the arrestee's status as a subject of active protective injunctions and history of being a party to protective injunction cases.
4. PRO Provides Information to Court for First Appearance.
  - a. The PRO shall provide criminal justice information gathered by the Booking Officer and the information gathered by the PRO to the first appearance judge together with the pertinent arrest documents, including the affidavit of probable cause and victim statement, if any.
  - b. The PRO shall inform the first appearance judge if the arrestee refused to provide information, or the PRO was unable to gather information.
  - c. The PRO shall inform the first appearance judge if the arrestee is eligible for bond schedule release by the Booking Officer but remains in custody for first appearance because the arrestee failed to post the applicable bond.

**C. Classification and Bond Schedule Release by the Booking Officer.**

1. The Booking Officer is responsible to classify each arrestee as eligible for:
  - a. immediate release on recognizance;
  - b. immediate release under the Bond Schedule; or
  - c. requiring further review.
2. The Booking Officer is hereby authorized to release arrestees eligible for release under the Bond Schedule without further referral to the PRO and before first appearance.
3. All arrestees classified "requiring further review" shall be referred to the PRO for consideration of eligibility for the Supervised Pretrial Release Program ("SPRP") before first appearance.

**D. Other Counties.** The Booking Officer is responsible to gather the above specified information in counties with no supervised pretrial release program authorized by administrative order.

**E. First Appearance Required (FAR): Ineligible for Release Except by Judge.**

1. FAR: Offenses. The following offenses require first appearance before a judge unless otherwise stated in a warrant issued by a judge. For purposes of eligibility for release by the Booking Officer or PRO, any attempt or conspiracy to commit a listed offense shall also be ineligible for release without a first appearance before a judge.
  - a. Capital, Life and PBL Felonies: All offenses punishable by life imprisonment including all capital felonies; life felonies and first degree felonies punishable by life.
  - b. Dangerous Crimes: All “dangerous crimes” as defined by the Legislature in section 907.041, Florida Statutes. The current list is as follows:
    - (1) Arson;
    - (2) Aggravated assault;
    - (3) Aggravated battery;
    - (4) Illegal use of explosives;
    - (5) Child abuse or aggravated child abuse;
    - (6) Abuse of an elderly person or disabled adult, or aggravated abuse of an elderly person or disabled adult;
    - (7) Aircraft piracy;
    - (8) Kidnapping;
    - (9) Homicide;
    - (10) Manslaughter;
    - (11) Sexual battery;
    - (12) Robbery;
    - (13) Carjacking;
    - (14) Lewd, lascivious, or indecent assault or act upon or in presence of a child under the age of 16 years;
    - (15) Sexual activity with a child, who is 12 years of age or older but less than 18 years of age, by or at solicitation of person in familial or custodial authority;
    - (16) Burglary of a dwelling;
    - (17) Stalking and aggravated stalking;
    - (18) Act of domestic violence as defined in section 741.28, Florida Statutes;
    - (19) Home invasion robbery;
    - (20) Act of terrorism as defined in section 775.30, Florida Statutes;
    - (21) Manufacturing any substances in violation of Chapter 893;
    - (22); Human trafficking, and
    - (23) Attempting or conspiring to commit any such crime.

c. Other Offenses Requiring First Appearance:

- (1) All driving under the influence charges except first offense with no death or personal injury.
- (2) Burglary of an occupied structure under section 810.02(3)(c), Florida Statutes.
- (3) Domestic battery under section 784.043, Florida Statutes.
- (4) Driving under the influence manslaughter and vehicular homicide.
- (5) Escape from adult or juvenile facility under section 944.40 or 985.721, Florida Statutes.
- (6) Failure to register as a sexual offender or predator under section 943.035, Florida Statutes.
- (7) Giving false name to law enforcement officer under section 837.05, Florida Statutes, if the arrestee's true identity is unknown or seriously questioned.
- (8) Possession of firearm by convicted felon under section 790.23, Florida Statutes.
- (9) Sexual performance by a child under section 827.071, Florida Statutes, and selling or buying of minors under section 847.0145, Florida Statutes.
- (10) Tampering with a witness under section 914.22, or retaliating against witness under section 914.23, Florida Statutes.
- (11) Trafficking in any controlled substance under section 893.135, Florida Statutes.
- (12) Violation of domestic violence pretrial release under section 741.29(6), Florida Statutes.
- (13) Violation of protective injunction under sections 741.31 and 784.047, Florida Statutes.

2. FAR: Specified Circumstances Even if Warrant Sets Bond. In the following specified circumstances, the arrestee shall be held for first appearance *even if* the warrant set a bond amount, unless the judge states in the warrant that the judge is aware of such circumstances:

- a. arrestee is on felony probation or community control supervision or pretrial release for any pending felony or violent misdemeanor and the current arrest is for any felony or misdemeanor involving actual or threatened violence;
- b. arrestee is on felony or misdemeanor probation or community control and meets Lunsford Act criteria under section 948.06(4), Florida Statutes, unless a judge issuing a warrant makes a specific written finding that the arrestee is not a danger to the public;
- c. arrestee is a danger to self or others because of mental illness; or
- d. PRO makes a request to the first appearance judge that the defendant be held for first appearance stating a specific reason regarding likelihood of appearance or safety of the community for denying bond under the bond schedule.

Under such circumstances, the first appearance judge may order the arrestee held for appearance before the presiding trial judge even if the warrant would otherwise permit release.

3. FAR: Unless Warrant Sets Conditions of Release. In the following specified circumstances, the arrestee shall be held for first appearance **unless** a warrant issued by a judge sets conditions of release:
  - a. arrested for felony and alleged to have actually possessed a firearm;
  - b. arrested for felony and released from prison within 3 years of offense date;
  - d. arrested on view for violation of probation; or
  - d. arresting officer requests first appearance in writing stating law enforcement reason.

If a warrant issued by a judge states “FAR” or “First Appearance Required” and includes specific release conditions, the arrestee shall be held for first appearance.

4. FAR: LEO Exception on Written Request. A law enforcement officer making an on view arrest may request in writing that the defendant be released. The PRO or Booking Officer may release such arrestee if:
  - a. the arrestee has no other pending charges; and
  - b. the arrestee has no convictions for any misdemeanors involving violence; and
  - c. the arrestee has never previously been adjudicated guilty of any felony.

#### **F. Non-monetary Conditions of Release.**

1. Mandatory Conditions for All Arrestees. All persons arrested and released (whether ROR, under the bond schedule, under the Supervised Pretrial Release Program, under the terms of a warrant or after first appearance) must comply with the following conditions unless excused by the first appearance or presiding judge:
  - a. The arrestee must appear in person and on time for the initial court date and all subsequent court dates unless excused by the court. The arrestee must sign written acknowledgment of the first court date and promise to appear on pain of arrest and detention for unexcused failure to appear.
  - b. The arrestee must refrain from any future criminal activity.

- c. The arrestee must have no contact with the property or premises where the crime is alleged to have occurred.
- d. The arrestee must have no contact (as defined by section 903.047, Florida Statutes) of any type with the victim of the alleged crime, if any. As required by section 903.047(2), Florida Statutes, the no contact provision may not be modified even by a judge unless the victim receives notice and a fair opportunity to be heard.
- e. The arrestee must notify the clerk of court in writing within 10 days of any change of permanent mailing address for the receipt of court notices to the arrestee.
- f. The arrestee must inform the clerk of court in writing within 10 days of any change to the arrestee's cell phone number for the receipt of text message court notifications.
- g. The arrestee must inform the clerk of court in writing within 10 days of any change to the arrestee's email address for the receipt of court notifications.

The Booking Officer shall inform each arrestee released prior to a first appearance hearing of these mandatory conditions. All arrestees must sign written acknowledgment and acceptance of these mandatory conditions to be eligible for release by the Booking Officer or PRO. If the arrestee fails or refuses to sign such written acknowledgment the arrestee shall be held for first appearance before a judge.

- 2. Additional Mandatory Conditions of Release for Specified Charges. All persons arrested for offenses specified below must comply with the following additional conditions of release.
  - a. Alcohol Offenses. The arrestee shall not possess or consume any alcoholic beverage if charged with an offense in which the use of alcohol is an element, including but not limited to, all forms of driving under the influence, disorderly intoxication and underage drinking.
  - b. Drug Offenses. Random urinalysis shall be required for any arrestee charged with a felony violation of Chapter 893 of the Florida Statutes and who has a prior misdemeanor or felony conviction for a drug offense under Chapter 893. In counties having a supervised pretrial release program, these persons will be subject to supervision of the SPRP even though a monetary bond may also be required. The arrestee shall be responsible for all fees associated with testing and supervision, absent court order to the contrary.

3. Additional Conditions May be Imposed by Judge.

- a. The first appearance judge may impose additional, lawful conditions as necessary to ensure the appearance of the arrestee at subsequent proceedings, to protect the victim and community, and to ensure the integrity of the judicial process.
- b. By notice and hearing, the assigned trial judge may impose additional conditions of release to protect the community from risk of physical harm, assure the presence of the accused at trial, or to assure the integrity of the judicial process.

**II. Leon County SPRP and Bond Schedule.**

- A. The Uniform Bond Schedule is intended to permit expedited release of eligible arrestees throughout the Second Judicial Circuit.
- B. The Leon County SPRP is intended to provide an alternative to monetary conditions of release for arrestees who are likely to appear in court, unlikely to present a danger to the community and likely to respect the integrity of the judicial process. The Leon County SPRP applies to arrestees in Leon County for Leon County cases only.
- C. The intent of the Leon County SPRP is to comply with the legislative mandate of section 907.041, Florida Statutes, for “a presumption in favor of release on nonmonetary conditions for any person who is granted pretrial release unless such person is charged with a dangerous crime ...”.
- D. Fees and costs associated with release may be imposed. However, no person otherwise eligible for release shall be denied release because of failure to pay such fees or costs in advance of release. Fees and costs may be permitted to accrue during the period of release and may be finally assessed if the arrestee is sentenced.
- E. The information gathered by the Booking Officer and the PRO, including the basis for a conclusion that the arrestee was ineligible for release by the Booking Officer and the PRO, shall be provided to the first appearance judge.
- F. The first appearance judge is not bound by the decisions of the Booking Officer or the PRO. The first appearance judge retains all lawful authority to release each arrestee and for the conditions of such release, to conduct an individualized hearing, and to determine conditions of release for each arrestee who is not released by the Booking Officer or PRO.
- G. Release prior to first appearance under the supervision of the SPRP is governed by the procedures set forth below.

1. Risk Assessment Instrument.
  - a. The Ohio Risk Assessment System (“ORAS”) is hereby specified as the risk assessment instrument adopted for use in Leon County for all eligible arrestees.
  - b. The Leon County PRO is responsible to complete an ORAS score for each arrestee who is not released by the Booking Officer, if time and resources permits. The ORAS score for each arrestee shall be provided by the PRO to the first appearance judge, unless the PRO informs the first appearance judge that time and resources did not permit the ORAS to be completed.
2. PRO Determines Eligibility for SPRP Before First Appearance.
  - a. The PRO is authorized to determine whether each arrestee who is not released under the bond schedule is eligible for pretrial release prior to first appearance before the first appearance judge.
  - b. The PRO is hereby authorized to release eligible arrestees, defined below, with such conditions as required or authorized but with no monetary security condition.
3. Arrestees Eligible for Supervised Pretrial Release by PRO. An arrestee shall be eligible for pretrial release by the PRO without monetary security if the PRO determines that the arrestee is not otherwise ineligible and satisfies each of the following conditions:
  - a. The current arrest is for an offense not deemed a dangerous crime or otherwise FAR as designated herein and the ORAS instrument indicates low risk.
  - b. The arrestee makes a written request for pretrial release, acknowledging and accepting mandatory and discretionary conditions; and
  - c. The arrestee has a verified address in the Second Judicial Circuit.
4. An arrestee is ineligible for pretrial release by the PRO and must be held for first appearance before a judge if any of the following apply:
  - a. The arrestee has a history of escape or an unexcused failure to appear.
  - b. The arrestee was taken into custody (1) on a warrant with specific monetary security, or (2) on a warrant specifying that the arrestee be held without bond, or (3) on a warrant specifying that the arrestee be held for first appearance.
  - c. The arrestee is charged with any offense designated as first appearance required by this administrative order.



5. PRO Authority to Impose Conditions of Supervised Pretrial Release. The PRO is hereby granted authority to require the arrestee to meet additional conditions of release under the SPRP appropriate to the arrestee and charges, including:
  - a. Maintain specified regular contact with PRO.
  - b. Abide by curfew.
  - c. Surrender passport.
  - d. Maintain a specified residence.
  - e. Abide by limitations on travel.
  - f. Submit to screening for mental illness.
  - g. Submit to screening for substance abuse.
  - h. Submit to random testing for substance abuse.
  - i. Maintain employment or attend school.
  - j. Conduct an employment search and provide proof.
  - k. Immediately notify PRO of changes to contact information.
  - l. The PRO may direct an arrestee to be held for first appearance to request that the first appearance judge consider imposition of another specific condition that the PRO believes may be reasonably necessary to assure the arrestee's appearance for subsequent court proceedings, community safety, and the integrity of the judicial process.
6. Violation of Conditions of Supervised Pretrial Release.
  - a. This administrative order does not change the authority of a law enforcement officer to make a warrantless arrest for violating a condition of release.
  - b. If an arrestee released on Supervised Pretrial Release violates any established condition of release, the PRO shall prepare an affidavit of violation describing the violation and a proposed order to show cause why pretrial release should not be revoked.
  - c. The affidavit of violation and proposed order shall be presented to the assigned trial judge except (1) for emergencies during non-business hours or (2) if the assigned trial judge is unavailable. In emergencies or if the assigned trial judge is unavailable, the affidavit and proposed order shall be presented to the

administrative judge of the division to which the case is assigned, the Chief Judge or if neither of them is available, any available judge.

- d. A person arrested for violating pretrial release must be brought before the first appearance judge within 24 hours of arrest and promptly brought before the assigned trial judge thereafter if not released by the assigned trial judge.

7. Bond Schedule for Release by Booking Officer.

- a. The purpose of this bond schedule is to minimize the time of detention after arrest so that eligible arrestees may be released without the additional delay of awaiting first appearance before a judge.
- b. Every booking officer in every county in the Second Circuit is hereby authorized to release eligible arrestees before first appearance upon posting of the monetary security amounts established in this administrative order if such arrestee also signs a written acknowledgment of mandatory conditions and promise to appear for all subsequent court dates.
- c. In Leon County, if a bond schedule eligible arrestee is unable or unwilling to post the scheduled security, such arrestee will be considered for Supervised Pretrial Release by the PRO.
- d. An arrestee not released by the Booking Officer under this bond schedule or by the PRO must be brought before a judge for the next day's first appearance.

8. Bond Schedule: Authority of Booking Officer to Release on Specified Security. The Booking Officer is hereby authorized to release any eligible arrestee as herein defined who posts bail in the stated amount for the applicable offense and who signs a promise to comply with all mandatory conditions of release and appear at all subsequent court hearings.

- a. Bond set at \$25,000 on the following charges:
  - All first degree felonies
- b. Bond set at \$10,000 on the following charges:
  - All second degree felony property crimes
  - Fleeing and Eluding Law Enforcement Officer (Section 316.1935)
  - All second degree felony drug charges
- c. Bond set at \$5,000 on the following charges:
  - Grand Theft Firearm (Section 812.014(2)(c)5.)
  - Grand Theft Motor Vehicle (Section 812.014(2)(c)6.)
  - Dealing In Stolen Property (Section 812.019)
  - Insurance Fraud (Section 817.234(11)(a))

- Driving While License Suspended or Revoked with Injury (Section 322.34(6)(b))
  - All third degree felony burglary charges
  - Criminal Use of Personal Identification (Section 817.568)
- d. Bond set at \$2,500 on the following charges:
- Grand Theft (not otherwise specified herein) (Section 812.014)
  - Credit Card Fraud (Section 817.481)
  - Forgery (Section 831.01)
  - Uttering (Section 831.02)
  - All third degree felony drug charges
  - Providing False Information to Officer with Adverse Effect (Section 901.36(2))
  - Unemployment Compensation Fraud (Section 443.071(1))
- e. Bond set at \$1,000 on the following charges:
- Felony Dumping
  - Defrauding a Pawnbroker
  - Public Assistance Fraud \$200 or more (Section 414.39(5)(b))
  - Felony Petit Theft (Section 812.014(3)(c))
  - Felony Driving While License Suspended or Revoked (Section 322.34(2)(c))
  - All other third degree felony crimes
  - Cruelty to Animals (Section 828.12)
- f. Bond set at \$500 on the following charges:
- All other first degree misdemeanors
  - All first offender misdemeanor Driving Under the Influence charges
- g. Bond set at \$250 on the following charges, if the defendant does not have a verifiable address in the Second Circuit, and release on recognizance (ROR), if the defendant does have a verifiable address in the Second Circuit:
- All other second degree misdemeanors
  - All county and city ordinance violations

**II. TERMINATION OF OTHER ORDERS AND EFFECTIVE DATE.** Administrative Orders 2003-8, 2003-10, 2006-02, 2018-06, and subsequent amendments to those orders are hereby terminated effective April 15, 2015. This order becomes effective April 15, 2015.

**DONE AND ORDERED** at Tallahassee, Leon County, Florida, this 22<sup>nd</sup> day of March, 2019.

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**JONATHAN SJOSTROM**  
Chief Judge

**IN THE SECOND JUDICIAL CIRCUIT  
OF FLORIDA**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER 2019-06**

**IN RE: FIRST APPEARANCE AND PRETRIAL DETENTION PROCEDURES**

**I. FIRST APPEARANCE.**

The purpose of this administrative order is to provide uniform procedures and ensure adequate resources to comply with the mandates of the constitutions of the United States and the State of Florida, the Florida Statutes and Rules of Criminal Procedure, and appellate authority for arrestees who are not released within 24 hours of arrest. Definitions provided in Administrative Order 2019-05, In Re: Uniform Bond Schedule and Pretrial Release Procedures, apply equally to this order.

**A. Individualized Inquiry by Judge at First Appearance.**

1. All persons brought before a judge for first appearance are entitled by law to an individualized inquiry, based on the specific circumstances of the arrestee and alleged, to determine whether the arrestee should be released and the conditions of release pending further proceedings and trial.
2. Section 907.041(1), Florida Statutes, provides for “a presumption in favor of release on nonmonetary conditions for any person who is granted pretrial release unless such person is charged with a dangerous crime” as defined in that section.
3. Administrative Order 2019-05, In Re: Uniform Bond Schedule and Pretrial Release Procedures, applies to the Booking Officer, not to the first appearance judge or any other judge. The Bond Schedule is not intended to bind any judge or guide any judge’s exercise of discretion in determining whether to require bail and the amount of any bail.

**B. Record of First Appearance, Release Conditions, and Basis.**

1. Effective April 15, 2019, first appearance in Leon County shall begin during the work week no earlier than 11:00 a.m. to permit time for the Pretrial Release Officer (“PRO”) and Office of the Public Defender gather information and communicate with the arrestee.
2. First appearance in Franklin, Gadsden, Jefferson, Liberty, and Wakulla Counties shall begin during the work week at a time set by the presiding judge.

3. First appearance during the weekend shall begin at the time designated by the assigned duty judge to permit adequate time to conduct first appearance, juvenile delinquency detention and juvenile dependency shelter hearings for the six counties of the circuit.
4. All first appearance hearings before a judge shall be digitally court reported and all rulings and decisions of the first appearance judge shall be of record, including the basis for such decisions.
5. The first appearance judge is required by law to conduct an individualized inquiry regarding each arrestee who is not released by the Booking Officer or PRO and determine:
  - a. Whether the arrestee has the ability to pay bail.
  - b. Whether money bail posted before release is necessary under the circumstances of the arrestee and alleged offense to secure the arrestee's appearance at trial, protect the public and assure the integrity of the judicial process.
  - c. Whether alternatives to monetary security, including conditions of release, would provide adequate assurance of the arrestee's appearance, the safety of the community and the integrity of the judicial process. The judge may consider:
    - (1) Release on personal recognizance of the arrestee.
    - (2) Unsecured bond per Rule 3.3131(b)(1)(B) of the Florida Rules of Criminal Procedure.
    - (3) Restrictions on travel, association or residence.
    - (4) Limitations on activities such as house arrest.
    - (5) Specific form and frequency of communication with the PRO – checking in as directed.
    - (6) Submission to a mental health screening and compliance with recommendations for treatment.
    - (7) Submission to a substance abuse screening and compliance with recommendations for treatment including substance abuse testing.
    - (8) Surrender of passport or other documents, and confinement to county of residence, counties of the Second Circuit or other specified geographic area.
    - (9) Availability and willingness to submit to alternative and specified supervision by a responsible adult, such as a family member, employer, clergy, or mentor.
    - (10) Limitations on access to means of electronic communication.
    - (11) Electronic monitoring if available.
    - (12) Willingness to comply with mandatory conditions of release on pain of rearrest and detention pending trial.

- (13) Any other conditions of release reasonably necessary to assure the arrestee's appearance for subsequent court dates, the safety of persons and the community and the integrity of the judicial process.
6. The first appearance judge is required by law to state the conditions of release and the basis for such conditions, including monetary conditions, on the record at the conclusion of each first appearance hearing. Such basis may include:
    - a. The facts of the alleged offense demonstrate a significant threat or risk of violence generally or to a specific person, victim or witness;
    - b. The facts of the offense demonstrate a significant threat or risk of substance abuse that threatens bodily injury to the public or to a specific person;
    - c. The facts of the alleged offense demonstrate a significant threat to the integrity of the judicial process such as a likelihood of failure or refusal to comply with conditions;
    - d. The facts of the alleged offense demonstrate a significant likelihood of commission of other offenses;
    - e. The arrestee's criminal history demonstrates a significant threat or risk of violence generally or to a specific person, victim or witness;
    - f. The arrestee's criminal history demonstrates a significant threat or risk of substance abuse that threatens bodily injury to the public or to a specific person;
    - g. The arrestee's criminal history demonstrates a significant threat or risk of commission of other offenses;
    - h. The arrestee's criminal history demonstrates a significant threat or risk to the integrity of the judicial process such as a likelihood of failure or refusal to comply with conditions;
    - i. The arrestee's financial resources;
    - j. The arrestee's connections to the community; and
    - k. Such other matters as may be demonstrated by the information gathered by the Booking Officer and Pretrial Release Officer or otherwise provided to the first appearance judge.

**C. Courtroom and Schedule During the Business Week.**

1. During ordinary business days, Leon County first appearance will be conducted by the Leon County Judges beginning at 11:00 a.m. in the Honorable Timothy D. Harley Video Conference Courtroom in the Leon County Courthouse. The administrative judge of county court is responsible to establish the judicial schedule for first appearance.
2. During ordinary business days, first appearance in Franklin, Gadsden, Jefferson, Liberty, and Wakulla Counties shall begin at a time and place set by the presiding judge.
3. The first appearance schedule shall be adequate to ensure sufficient time and resources so that every arrestee who is not released by the Booking Officer or the

PRO shall be afforded a first appearance hearing before a judge within one day of arrest.

**D. Courtroom and Schedule During Weekends and Holidays.**

1. During weekends and holidays, first appearance for the entire circuit will be conducted at the designated courtroom at the Leon County Detention Center beginning at the time designated by the assigned duty judge.
2. The chief judge will establish by separate memorandum an equitable schedule of responsibility for weekend and holiday duty for each county and circuit judge of the Second Circuit.

**E. Pretrial Release Officer (PRO) to Attend and Provide Information.**

1. A PRO shall attend each first appearance hearing conducted during the week in Leon County and at the Leon County Detention Center on weekends and holidays.
2. Attendees at first appearance in Franklin, Gadsden, Jefferson, Liberty, and Wakulla Counties shall be determined by the presiding judge.
3. The PRO is responsible to provide to the first appearance judge the specified information gathered by the Booking Officer and the PRO for each arrestee.
4. The PRO is responsible to inform the first appearance judge whether the arrestee was eligible for release by the Booking Officer or the PRO. If the arrestee was determined to be First Appearance Required ("FAR"), the PRO is responsible to inform the first appearance judge of the basis for that classification.
5. For arrestees eligible for release by the Booking Officer who remain in custody for first appearance, the PRO is responsible to summarize the arrestee's ties to the community and financial means, to the extent practicable.
6. The PRO is responsible to provide the first appearance judge, to the extent practicable, alternatives to monetary security as a means for assuring appearance, safety and the integrity of the judicial process.

**II. PRETRIAL DETENTION.**

**A. Order for Detention at First Appearance and Detention Hearing.** Section 907.041(1), Florida Statutes, states:

LEGISLATIVE INTENT.—It is the policy of this state that persons committing serious criminal offenses, posing a threat to the safety of the community or the integrity of the judicial process, or failing to appear at trial be detained upon

arrest. However, persons found to meet specified criteria shall be released under certain conditions until proceedings are concluded and adjudication has been determined. The Legislature finds that this policy of pretrial detention and release will assure the detention of those persons posing a threat to society while reducing the costs for incarceration by releasing, until trial, those persons not considered a danger to the community who meet certain criteria. It is the intent of the Legislature that the primary consideration be the protection of the community from risk of physical harm to persons.

- B. Rule 3.132, Fla.R.Crim.P. establishes the procedure governing pretrial detention. The purpose of this administrative order is to establish processes to facilitate the procedure established by this Rule.
- C. The first appearance judge may conduct an initial pretrial detention hearing to consider whether, pursuant to section 907.041(4), Florida Statutes, and Rule 3.132, Fla.R.Crim.P. it appears that “a substantial probability, based on a defendant’s past and present behavior, the criteria in section 903.046, Florida Statutes, and any other relevant facts” that pretrial detention is appropriate to protect the community, assure the appearance of the accused at subsequent proceedings or ensure the integrity of the judicial process.
- D. Pretrial detention proceedings at first appearance may be commenced by motion or by inquiry of the judge. If, on inquiry the state represents that it intends to move for pretrial detention, the first appearance judge may grant the state up to three days to file a motion for pretrial detention and temporarily detain the arrestee.
- E. If the state files a facially sufficient motion for pretrial detention at first appearance and the first appearance judge determines there is probable cause that the person committed the offense, the person may be detained in custody pending a final hearing on pretrial detention pursuant to Rule 3.132, Fla.R.Crim.P. Requests for further relief shall be addressed to the assigned trial judge upon motion pursuant to Rule 3.132(c), Fla.R.Crim.P.

**III. TERMINATION OF OTHER ORDERS AND EFFECTIVE DATE.** Administrative Orders 2003-8, 2003-10, 2006-02, 2018-06, and subsequent amendments to those orders are terminated effective April 15, 2019. This order becomes effective April 15, 2019.

**DONE AND ORDERED** at Tallahassee, Leon County, Florida, this 22<sup>nd</sup> day of March, 2019.

  
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**JONATHAN SJOSTROM**  
Chief Judge





## OFFICE OF INTERVENTION AND DETENTION ALTERNATIVES FEE AND PAYMENT ACKNOWLEDGEMENT

My signature below is my acknowledgment that the fees associated with my Probation and/or Supervised Pretrial Release have been explained to me. I understand that Table 1 summarizes all fees and applicable due dates, for ease of reference, and that all of these fees do not apply to all clients. I further understand that, if I have any questions as to which fees apply to me, when they are due, or any other questions related to my supervision, I should contact my officer.

Table 1 – Summary of Leon County’s Probation and SPTR Fees			
Type of Services		Fees and Frequency	When Payment is Due and When it is Delinquent
1. Probation Supervision		\$55/month	Due 1 <sup>st</sup> of each month; delinquent on the 7 <sup>th</sup> day of the month
2. Community Service/Work Program	Participation	\$30 one time	State Probation and State Attorney’s Diversion Clients: Due prior to scheduling work day. County Probation Clients: Due prior to scheduling work day.
	Work Program No Show Fee	\$35 each occurrence	Payment is due before scheduling new work day. Fee is assessed for each scheduled work day the client fails to report or is unable to work due to not adhering to work rules.
3. Supervised Pretrial Release Supervision		\$40/month	Due 1 <sup>st</sup> of each month; delinquent on the 7 <sup>th</sup> day of the month
4. Electronic and Alcohol Monitoring	G.P.S.	Daily rate based upon fee assessment by vendor.	Due weekly, at the time of client’s regularly scheduled appointment with their Probation Officer or SPTR Specialist; delinquent when 7 days past due date. Payments are made directly to Sentinel Offender Services.
	SCRAM	\$12/day	
	BART	\$7.50/day (no sliding fee scale)	
	MEMS 3000	Sliding fee scale Landline: \$5.55-\$6.40/day Cellular: \$4.55-\$5.40/day	
5. ETG Urinalysis Tests, Drug Urinalysis Tests and Alcohol Breath Tests – <u>Testing Locations:</u> Leon County Drug and Alcohol Testing Program. Urinalysis tests are conducted from 8AM to 5PM; Alcohol Tests are conducted M-F 7AM to 7PM and Holidays/weekends only at the Leon County Detention Facility from 1PM to 5PM.		\$20/test for Drug Urinalysis \$20/test for ETG Urinalysis \$5/test for Alcohol Breathalyzer	Payment is due at the time of testing. (Note: Traveling does not excuse your testing, it is your responsibility to find a location to test. Please remember there is a \$5 administrative charge for <b>every</b> test; payable directly to the Probation Office).

\_\_\_\_\_  
Client’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probation/Pretrial Officer’s Signature

\_\_\_\_\_  
Date

3/26/19

## Surveys of Florida Pretrial Release Programs

County	Administering Agency	Fees Assessed	Fees for Services
<b>Alachua</b>	County	Yes	GPS: \$5/day; Alcohol Electronic Monitoring: \$10/day
<b>Bay</b>	Board	Yes	Urinalysis (Alcohol and Drugs): \$45/test (\$20 for positive confirmation) through contracted vendor
<b>Brevard</b>	County (contracts with vendor for services)	Yes	GPS and Alcohol Electronic Monitoring: Private Vendor; Alco-Breathalyzer: \$10/test; Urinalysis: \$20/test
<b>Charlotte</b>	County Funded; Administered by Court Administration	Yes	Electronic Monitoring: Private Vendor; Alco-Breathalyzer: \$5/test; Urinalysis: \$5/test
<b>Collier</b>	Sheriff	Yes	GPS: \$4.10/day; Alcohol Electronic Monitoring: \$6.50/day; Urinalysis: \$7.90/test (\$20 for positive confirmation)
<b>Duval</b>	Sheriff	No	N/A
<b>Escambia/ Santa Rosa</b>	County	Yes	GPS: \$220 initial fee - \$15/day; Alcohol Breathalyzer: \$15/test; Urinalysis: \$25/test
<b>Flagler</b>	County Funded; Administered by Court Administration	Yes	Electronic Monitoring: Private Vendor
<b>Highlands/Polk</b>	Court Administration	Yes	Electronic Monitoring provided by Probation Division
<b>Manatee</b>	County	Yes	Electronic Monitoring: \$30 one-time fee to county – remainder offender pays to private vendor; Alco-Breathalyzer and/or Urinalysis: \$50 one-time fee
<b>Miami-Dade</b>	County	Yes	Alco-Breathalyzer and Urinalysis through private vendor or the courts; Electronic Monitoring provided by Corrections Department
<b>Monroe</b>	Court Administration	Yes	GPS: \$4.25/day; Alco-Breathalyzer: \$10/test; Urinalysis: \$10/test
<b>Orange</b>	County	Yes	Supervision: \$17 one-time fee; Alcohol Breathalyzer: \$17/test; Urinalysis: \$17/test
<b>Palm Beach</b>	Board	Yes	Supervision: \$10/weekly
<b>Pinellas</b>	Sheriff	Yes	GPS: \$7/day; Alcohol Electronic Monitoring: \$10/day
<b>Sarasota</b>	Court Administration	Yes	GPS and Alcohol Electronic Monitoring: Private Vendor
<b>Volusia</b>	County	No	N/A

# Leon County Board of County Commissioners


## Agenda Item #16

September 17, 2019

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

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

**Title:** Status Report on Leon County's Adult Civil Citation Program and Marijuana Reform



<b>Review and Approval:</b>	Vincent S. Long, County Administrator Herbert W. A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Andrew Johnson, Assistant to the County Administrator Teresa Broxton, Director, Intervention and Detention Alternatives LaShawn Riggins, Deputy County Attorney

### **Statement of Issue:**

As directed at the June 18, 2019 meeting, this agenda item presents a status report on Leon County's Adult Civil Citation program as well as recent marijuana reform efforts. As discussed in this item, several communities in Florida have adopted local ordinances decriminalizing possession of small quantities of marijuana. This item provides an overview of these local regulations and a comparative analysis of these ordinances in relation to the criminal justice diversion programs currently available in Leon County.

### **Fiscal Impact:**

This item does not have a fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report and take no further action.

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## **Report and Discussion**

### **Background:**

During the June 18, 2019 meeting, the Board directed staff to prepare a status report on Leon County's Adult Civil Citation (ACC) program. During discussion, the Board requested that this status report provide an overview of how the possession of small quantities of marijuana is treated within the ACC program. In addition, the Board requested information regarding the legal and regulatory framework currently surrounding cannabis, including the medical use of marijuana in Florida, the rise in use and popularity of cannabidiol ("CBD") products, the distinction between industrial hemp and marijuana, and the status of efforts throughout the State and nation to decriminalize the personal possession of small quantities of marijuana.

As described in further detail in the Analysis section below, Leon County's Adult Civil Citation (ACC) program was established in 2013 in partnership with DISC Village, the Smart Justice Alliance, Attorney General, State Attorney, Public Defender, Leon County Sheriff's Office, and Tallahassee Police Department. The ACC program is a pre-arrest criminal justice diversion program that utilizes cost-effective alternatives to the formal criminal justice process and has been recognized as a model for other similar programs throughout the state. In 2017, the program was revised and re-launched under the administration of the State Attorney's office, which also administers a separate post-arrest Misdemeanor Diversion Program. These programs are designed to divert misdemeanor offenders throughout the 2<sup>nd</sup> Judicial Circuit from the criminal justice system by providing eligible offenders with the opportunity to avoid criminal prosecution for certain low-level offenses, including misdemeanor marijuana possession, as long as the offender participates in and complies with the requirements of the program and avoids further criminal activity.

Several counties and cities in Florida have recently adopted local ordinances to effectively decriminalize the possession of small quantities of marijuana by replacing criminal prosecution with a civil fine. In several jurisdictions, an offender may perform community service in lieu of paying the civil fine. In effect, the existing diversion programs in Leon County generally provide the same opportunity to avoid criminal prosecution; however, they also ensure that offenders are screened for and receive treatment and education for underlying mental and behavioral health concerns where appropriate. Also, because misdemeanor marijuana possession remains a criminal offense under both federal and state laws, any local ordinance in Florida intending to decriminalize marijuana would be null and void and would not preclude prosecution. For these reasons, the State Attorney has indicated his opposition to any local marijuana decriminalization ordinance in Leon County.

### **Analysis:**

The Analysis section of this agenda item begins by providing an overview of the Adult Civil Citation program in Leon County, including a history of the development of the program and a discussion of how possession of small quantities of marijuana is treated within the program. Following this, as directed by the Board during the June 18, 2019 meeting, this section provides an overview of cannabis including the distinction between marijuana and hemp, the use of medical marijuana in Florida, and a discussion of federal, state, and local laws governing cannabis. Finally,

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this item discusses how other Florida jurisdictions have recently addressed possession of limited quantities of marijuana and presents an evaluation of possible "decriminalization" of limited quantities of marijuana in Leon County.

Overview and History of the Adult Civil Citation Program in Leon County:

Leon County's Adult Civil Citation (ACC) program is a pre-arrest criminal justice diversion program. Diversion programs generally target first time nonviolent offenders, providing eligible offenders with an opportunity to avoid the full and often long-term effects of criminal prosecution by participating in counseling or other training programs designed to address the behaviors that led to the criminal charge. Offenders may also be required to pay restitution and/or perform community service. An offender who meets the eligibility requirements for participation in a diversion program must sign an agreement and pay a fee which is used to fund operational expenses for these programs. Upon successful completion of the diversion program, the offender's charge is dismissed. Generally, diversion programs are designed to provide relief to the courts, law enforcement, and probation program; provide an opportunity for the offender to avoid prosecution by completing the requirements of the program; and yield better outcomes as opposed to an offender's direct involvement in the court system.

The ACC program in Leon County was originally established in 2013 as a 36-month pilot project. At that time, the program was administered by DISC Village, Inc., which entered into separate Memoranda of Understanding with the 2<sup>nd</sup> Judicial Circuit of Florida, the Leon County Sheriff's Office, the Tallahassee Police Department, and several other law enforcement agencies with jurisdiction in Leon County for the operation of the program. The objectives of the program were to provide local law enforcement agencies with an additional tool as an alternative to arrest while ensuring public safety and also to promote the use of additional cost-effective alternatives to the formal criminal justice process, from arrest through case disposition.

In April 2017, the State Attorney advised the Leon County Sheriff, the Chief of Police for the City of Tallahassee, the Second Judicial Court Administrator, and the Chief Executive Officer (CEO) of DISC Village of concerns about the structure of the ACC program (Attachment #1), specifically including:

- Whether an offender's ability to participate in the program may be influenced by an inability to pay for program fees and costs;
- Ensuring offenders' right to due process;
- Uniformity in application of the program throughout the 2<sup>nd</sup> Judicial Circuit; and
- Impacts of the program on tracking key criminal justice statistics to inform successful intervention strategies.

As a result of these concerns, the program was revised in 2017 to provide uniformity and consistency among all law enforcement and criminal justice stakeholders throughout the 2<sup>nd</sup> Judicial Circuit. The program is currently administered by the State Attorney through a Memorandum of Understanding with participating law enforcement agencies. At this time, 20 law enforcement agencies have signed on to the agreement (Attachment #2).

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The Adult Civil Citation program is available to offenders with no criminal history and who have committed an offense that would otherwise be characterized as a misdemeanor or violation of a local ordinance. This includes possession of 20 grams or less of marijuana as well as possession of drug paraphernalia, both of which are misdemeanor offenses under Chapter 893, Florida Statutes. Actions constituting felonies are not eligible, nor are offenses involving battery or other violence, violation of an injunction, loitering and prowling, stalking, driving under the influence, or animal cruelty. Prior participants in the program may be eligible to participate again, or may be denied, at the discretion of the State Attorney.

Under the program, law enforcement officers perform their traditional duties of discovering, investigating, and dissuading criminal behavior. If an officer determines that a person has committed a crime, the officer can take any traditional lawful action deemed appropriate, including making an arrest, issuing a notice to appear, preparing a probable cause affidavit for potential judicial review, or creating a regular police report. Under the current ACC program, the officer may also recommend in the probable cause affidavit or sworn report that the offender be granted diversion rather than criminal arrest. As discussed below, the State Attorney's Office has the final authority to determine whether an offender is eligible to participate in the ACC program.

Importantly, an officer is not required to obtain an admission of guilt from the offender in order to refer the offender to the ACC program. If the officer wishes to recommend the offender for the ACC program, the officer provides the offender with instructions on the next steps in the process before forwarding the probable cause affidavit or police report to the State Attorney for final review. The offender is then required to appear at the State Attorney's Office within four weeks if he or she wishes to participate. During the period between referral and the offender contacting the State Attorney's Office, the assigned prosecutor will review the facts of the case, the offender's criminal history, and any additional information which may not have been available to the officer at the time of referral. If the prosecutor determines that pre-arrest diversion is appropriate, the case is referred to the Diversion Coordinator who notifies the offender. If the prosecutor determines that diversion is not appropriate, he or she will file the charge for the offense and request a court date at which the defendant is required to appear. In this regard, the current ACC program maintains the discretion of the officer whether to make an arrest or refer an offender to the program, as well as the State Attorney's discretion to approve an offender's participation in the program. To date, the State Attorney's Office has not rejected any law enforcement officer referrals to the ACC program.

Offenders participating in the ACC program may not commit any additional criminal activity during the pendency of the diversion, which lasts between a minimum of 3 months and a maximum of 12 months; complete community service hours; and pay a flat fee within 3 months of the entry date into the program. Participants accepted into the program are assessed a \$100 fee, which is the maximum amount allowed by state statute for each offender. The fee offsets the costs associated with administering the program. Leon County budgets \$20,000 annually to provide scholarship funding for indigent offenders who cannot afford the fee to participate in this program, as well as the post-arrest Misdemeanor Diversion Program discussed in the following subsection of this item. In order to receive this scholarship, an offender must complete one day of work with the Leon County Sheriff's Work Camp in addition to the requirements of the program, as described below.

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Under the program, an offender may be assigned mental health or substance abuse screenings, classroom instruction, and other courses based on the offense, criminal history, or other relevant information identified in the probable cause report. The cost for any additional counseling and/or treatment is borne by the participant; however, since participants are eligible to select any qualified provider, they may be able to use their healthcare plan for these services. Participants who fail to meet the conditions of the program after enrolling are dismissed from the program and a notice to appear is issued for the original offense.

As of August 2019, a total of 283 offenders have been referred to the ACC program by law enforcement agencies throughout the 2<sup>nd</sup> Judicial Circuit since its relaunch in 2017. All referrals to date have come from the Leon County Sheriff's Office (51 cases), Tallahassee Police Department (220 cases), and the Florida Highway Patrol (12 cases). Of those cases, 237 (83.7%) successfully completed or are currently enrolled in the program. The remainder of these cases (46) failed to complete the program and were filed with the Clerk of Court. To date, the type of charges that have been referred from law enforcement officers are as follows:

- Possession of Cannabis: 62
- Petit Theft: 95
- Possession of Alcohol Under 21 Years of Age: 105

As stated above, referrals to the pre-arrest ACC program are made at the discretion of the responding law enforcement officer, so incidents involving multiple offenses or other aggravating circumstances may result in an arrest rather than a referral to the ACC program. However, as discussed in the following subsection, the State Attorney's Office also administers a separate post-arrest Misdemeanor Diversion Program to provide additional diversion opportunities for eligible offenders to avoid prosecution.

In developing this analysis, staff also reached out to the Florida State University, Florida A&M University, and Tallahassee Community College Chiefs of Police to discuss their procedures for addressing misdemeanor offenses including marijuana possession. The ACC program is an option that is available to each agency's law enforcement officers. However, each institution also has internal policies and procedures that provide similar diversion opportunities for misdemeanor offenses. Tallahassee Community College's disciplinary process generally refers students who commit minor offenses to its internal Student Conduct and Community Standards Office whenever possible rather than charging students with criminal offenses. Similarly, the FAMU Police Department generally refers students in violation of the [Student Code of Conduct](#) to the University Conduct Officer. Additionally, FAMU may refer offenders to substance abuse treatment services where appropriate. The Florida State University Police Department in most instances issues a "notice to appear" for misdemeanor offenses rather than making an arrest. A notice to appear is a written order issued by a law enforcement officer in lieu of a physical arrest. It requires the offender to report for a court appearance and the criminal process then proceeds in the same manner as an arrest. This process still provides the opportunity for eligible offenders to participate in the State Attorney's Misdemeanor Diversion Program, described below. With respect to students' eligibility for financial aid, a notice to appear does not automatically disqualify a student for financial aid programs. Convictions for drug-related offenses may result in the suspension of financial aid;

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however, students may regain eligibility by successfully completing a drug rehabilitation program approved by the U.S. Department of Education. Additionally, each institution's disciplinary process may involve intervention and treatment for drug-related offenses in cases where it is deemed appropriate by their respective Student Code of Conduct enforcement offices.

State Attorney's Misdemeanor Diversion Program:

In addition to the ACC program, the State Attorney's Office also administers a post-arrest Misdemeanor Diversion Program. This program provides the State Attorney with an alternative to prosecution in handling certain misdemeanor cases for first-time offenders. Like the ACC program, the State Attorney has the discretion to allow some second-time offenders to participate. Eligible offenses include the following:

- Possession of Marijuana Less than 20 Grams
- Disorderly Conduct
- Disorderly Intoxication
- Petit Theft
- Possession of Alcohol by Minor
- Open Container Violation
- Loitering/Prowling
- Unlawful Use or Display of Driver's License
- Use/Possession of Drug Paraphernalia
- Open House Party
- Resisting Arrest without Violence
- Trespassing
- Driving While License Suspended or Revoked
- No Valid Driver's License

Under this program, all misdemeanor cases are reviewed and screened to determine if the offender meets the basic eligibility requirement of being a first-time offender who resides in the 2<sup>nd</sup> Judicial Circuit. Those deemed eligible are sent a letter explaining the process for participation. The State Attorney's Diversion Program Coordinator also reviews each arraignment docket to identify potentially eligible participants. Eligible participants who choose to participate and forego the trial process must sign a contract agreeing to complete a minimum of one day in the Leon County Work Program, pay the same \$100 program fee as the Adult Civil Citation requires, and complete the education component of the program. All conditions must be completed within 90 days. Based upon the participant's request and valid documentation of need, the 90-day term may be extended at the discretion of the State Attorney's Misdemeanor Diversion Program Coordinator. Upon successful completion of the requirement, the offender's charge is dismissed. The State Attorney's Office provides participants with information regarding the steps necessary to get the participant's arrest record sealed and expunged upon completion of the program. When a criminal record is sealed, it is placed under highly restricted access, and an expunged record is removed from record systems or files and destroyed. This process entails applying for eligibility and then filing a petition and affidavit to seal and expunge a criminal record.



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In Leon County, there were 732 arrests or notices to appear issued for misdemeanor marijuana possession in 2018. Post-arrest diversion was initiated for 447, or 61%, of these cases. According to the State Attorney's Office, approximately 20% of all misdemeanor arrests in the 2<sup>nd</sup> Circuit are referred to the post-arrest Misdemeanor Diversion Program. In 2018, a total of 2,337 offenders were referred to and successfully completed the program.

Overview of Cannabis – Marijuana, Hemp, and Hemp-derived Products:

Cannabis is a genus of flowering plants which may be cultivated for a variety of uses. Cannabis plants produce a variety of chemical compounds called cannabinoids. The two cannabinoids usually produced in greatest abundance are cannabidiol (CBD) and/or tetrahydrocannabinol (THC), but only THC causes the "high" commonly associated with consuming marijuana. Non-drug plants produce relatively low levels of THC and high levels of CBD, while drug plants produce high levels of THC and low levels of CBD.

Hemp is a strain of cannabis that is grown specifically for the industrial uses of its derived products. Hemp can be refined into a variety of commercial items, including paper, textiles, clothing, biodegradable plastics, paint, insulation, biofuel, food, animal feed. In the U.S., hemp is classified by the federal government as cannabis containing no more than 0.3% THC by dry weight. This classification was established in the 2018 Farm Bill (the Agriculture Improvement Act of 2018, P.L. 115-334), which broadly authorized the cultivation of hemp and allowed the transfer of hemp-derived products across state lines for commercial or other purposes. Prior to this legislation, federal law did not differentiate hemp from other cannabis plants, all of which were effectively made illegal in 1937 under the Marijuana Tax Act and formally made illegal in 1970 under the Controlled Substances Act, as discussed in further detail later in this item.

The 2018 Farm Bill also established shared state-federal regulatory power over hemp cultivation and production. Under the bill, state departments of agriculture must consult with the state's governor and chief law enforcement officer to devise a plan that must be submitted to the Secretary of the U.S. Department of Agriculture (USDA). A state's plan to license and regulate hemp can only commence once the Secretary of USDA approves that state's plan. In states opting not to devise a hemp regulatory program, USDA will construct a regulatory program under which hemp cultivators in those states must apply for licenses and comply with a federally-run program. During the 2019 Florida Legislative Session, the Legislature passed SB 1020 creating a statewide industrial hemp program to administer and oversee the cultivation, handling, processing, and sale of hemp. This follows legislation from 2017 that authorized industrial hemp pilot projects at Florida A&M University and the University of Florida.

The 2018 Farm Bill also removed hemp-derived products from their Schedule I status under the Controlled Substances Act under certain circumstances, which has led to the recent proliferation of hemp-derived products such as CBD in commercial markets. CBD generally remains a Schedule I substance under federal law; however, the Farm Bill creates exceptions to the Schedule I status in certain situations. The Farm Bill provides that any cannabinoid that is derived from hemp will be legal, as long as that hemp is produced in a manner consistent with the Farm Bill and associated federal and state regulations and is cultivated by a licensed grower. All other cannabinoids, produced in any other setting, remain a Schedule I substance under federal law.

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In addition to the industrial uses listed above, cannabidiol (CBD) oil can also be extracted from hemp plants, which has recently grown in popularity for treating a variety of health issues. There has been little clinical research conducted into the use of CBD for therapeutic purposes, but the strongest scientific evidence for its effectiveness to date is the treatment of severe childhood epilepsy syndromes, such as Dravet syndrome and Lennox-Gastaut syndrome, which typically do not respond to anti-seizure medications. To date, the U.S. Food and Drug Administration (FDA) has approved one CBD-based product, Epidiolex, which is used to treat Dravet syndrome and Lennox-Gastaut syndrome.

Although most CBD products claim to have under 0.3% THC, which is classified as hemp, these products remain unregulated by the FDA, making the actual THC content unreliable. Since CBD oil products have become popular on the market recently, this presents challenges related to drug testing in the workplace. According to the U.S. Drug Enforcement Administration, all extracts that contain CBD will also contain at least small amounts of other cannabinoids, such as THC. Drug tests do not determine the type of product a person has taken or ingested, only whether a substance is present in a person's system. In order for CBD to test positive on a drug test, an individual would have to be using unusually large amounts of the product. However, doses are not standardized across brands and some recommend higher doses than others. In addition, hemp-derived CBD oils are not FDA-regulated and the advertised THC levels of these products can be unreliable. As a result, it is possible that consuming high quantities of CBD oil may trigger a positive drug test result. Leon County Human Resources and the County Attorney's Office are currently reviewing the County's existing policies to determine if any revisions are recommended to address the use of CBD products as well as the state-authorized use of medical marijuana by County employees. If revisions are recommended, they will be brought back to the Board for consideration later this year.

#### Medical Marijuana in Florida:

In 2014, the Florida Legislature passed SB 1030, the Compassionate Medical Cannabis Act, which authorized patients suffering from cancer, seizure disorders, or severe and persistent muscle spasms to possess and use cannabis products rich in cannabidiol (CBD) and low in tetrahydrocannabinol (THC). SB 1030 created state licensing of dispensing organizations to produce medicine with at least 10% CBD and no more than 0.8% THC. In 2016 the state granted licenses for six dispensing organizations and the Legislature passed HB 307, which expanded the program to terminally ill patients and allowed dispensing organizations to produce products outside the THC cap.

In November 2016, voters approved Amendment 2, which broadly legalized medical marijuana in Florida. Amendment 2 created new exemptions from state-level criminal and civil liability for the medical use of marijuana by qualifying patients, among other provisions. The initiative authorized the use of marijuana with a physician's recommendation for treatment of cancer, epilepsy, glaucoma, HIV, AIDS, post-traumatic stress disorder, amyotrophic lateral sclerosis (ALS), Crohn's disease, Parkinson's disease, multiple sclerosis, chronic nonmalignant pain caused by a qualifying medical condition or that originates from a qualified medical condition, or other comparable debilitating medical conditions. Under Amendment 2 and the subsequent implementing legislation, a patient can access medical marijuana if a physician determines that the

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benefits of the drug would likely outweigh the potential health risks. Initially, regulations adopted by the Florida Department of Health, smoking the medication was not allowed; instead, the product could be consumed as edibles or by vaping, oils, sprays, or pills. However, on May 25, 2018, Leon County Circuit Court Judge Karen Gievers ruled that the ban on smoking was unconstitutional. That ruling was appealed by the administration of Governor Rick Scott, but the administration of Governor Ron DeSantis dropped the appeal and asked for the legislature to lift the restriction. The Legislature passed SB 182 during the 2019 legislative session, which removed the prohibition on smoking medical marijuana.

To become eligible to receive and use medical marijuana in Florida, a patient must first be diagnosed with a qualifying medical condition by a physician who is also qualified by the state to make medical marijuana recommendation. Importantly, physicians make "recommendations" for medical marijuana, rather than write prescriptions, because no prescriptions may be written for Schedule I substances under federal law. Patients are entered into the statewide Medical Marijuana Use Registry with their assigned Patient ID number and physician recommendation, and the patient then applies for a Registry Identification Card. Once a patient receives this card, he/she may then fill their order at a state-licensed Medical Marijuana Treatment Center. In total, this process takes approximately two weeks and costs \$200-\$300 including the cost of the physician consultation and registration with the state, but not including the cost of the medication and supplies. The maximum quantity of medical marijuana each patient can order at a time is a 70-day supply, and a physician may authorize a maximum of two additional 70-day supply refills. The Florida Department of Health requires patients to be certified for the use of medical marijuana every 210 days which requires a follow-up visit and new recommendation from a physician, and Medical Marijuana Use Registry identification cards must be renewed annually. The annual costs of patient recertification and registry renewal total approximately \$200-\$300. As of August 2019, the Florida Department of Health's Office of Medical Marijuana Use reported a total of approximately 337,000 patients within the system, 250,000 of whom were "active" patients with a current registration.

#### Federal and State Laws Regarding Marijuana:

In the United States, the possession and use of controlled substances including marijuana are regulated under the Controlled Substances Act (CSA). The CSA places all controlled substances regulated under federal law into one of five "schedules" based upon the substance's medical use, potential for abuse, and safety or dependence liability. Schedule I is for substances that the U.S. Food and Drug Administration and the Drug Enforcement Administration have determined to have a high potential for abuse, no currently accepted medical use, and a lack of safety for use under medical supervision. Marijuana is currently classified as a Schedule I drug in the CSA. Any use, even simple possession, of any amount of a Schedule I substance is illegal and punishable under federal law.

In recent years, several states have passed laws authorizing the use of marijuana for medical and/or recreational use. As of 2019, 33 U.S. states, the District of Columbia, Puerto Rico, and Guam legally allow marijuana for personal medical use, and 11 states and the District of Columbia have legalized the recreational use of marijuana for adults. Regardless of state laws, however, Article VI of the United States Constitution provides that federal law pre-empts state law, even when those

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laws conflict. Accordingly, any possession or use of marijuana, even if legal under state law, remains illegal under federal law and is punishable under the CSA.

To resolve the conflict between federal law and states that have authorized the medical and/or recreational use of marijuana, the U.S. Department of Justice issued a memorandum in 2013 (the "Cole Memorandum") to all United States Attorneys directing that given its limited resources, the Justice Department would not enforce federal marijuana prohibition in states that "legalized marijuana in some form and ... implemented strong and effective regulatory and enforcement systems to control the cultivation, distribution, sale, and possession of marijuana," except where a lack of federal enforcement would undermine federal priorities such as preventing violence in marijuana cultivation and distribution, preventing cannabis-impaired driving, and preventing marijuana revenues from going to gangs and cartels. However, the Cole Memorandum was rescinded by the U.S. Attorney General in January 2018, effectively allowing all U.S. Attorneys to decide individually how to prioritize resources to prosecute marijuana possession, distribution, and cultivation in states where it has been legalized.

In Florida, marijuana use and possession also remain illegal under state law, except as authorized for personal medical use under Article X, Section 29 of the Florida Constitution (established by Amendment 2 in 2016) and subsequent implementing legislation, as discussed above. In 1973, the Florida Legislature passed the Florida Comprehensive Drug Abuse Prevention and Control Act, which establishes five schedules for controlled substances similar to the federal Controlled Substances Act. Marijuana (cannabis) is included in Schedule I under state law. As such, possession of 20 grams or less of marijuana is a misdemeanor offense under state law punishable by up to one year in jail and a maximum fine of \$1,000. Possession or sale of more than 20 grams is a felony offense, with escalating penalties according to the quantity possessed or sold.

In July 2019, State Attorney Jack Campbell issued a memorandum (Attachment #3) to law enforcement partners in the 2<sup>nd</sup> Judicial Circuit indicating that his office has suspended prosecuting marijuana possession cases. This decision was based on the recent federal and state legislation (discussed earlier in this item) which have made certain hemp-derived products legal, as well as the present lack of laboratories authorized and qualified to differentiate between lawful hemp products and illegal marijuana. As discussed above, hemp is derived from the same plant as cannabis and the statutory distinction between illegal cannabis and lawful hemp is the concentration of tetrahydrocannabinol (THC), which is the psychoactive component of marijuana. Under these new laws, hemp can contain up to 0.3% of THC. Currently, the State Attorney's Office utilizes the Florida Department of Law Enforcement's laboratory, which does not yet have the technology to test the amount of THC in cannabis, only whether it is present, and therefore cannot differentiate between hemp and marijuana. The State Attorney indicated that he intends to continue to enforce current laws as written but will not prosecute marijuana possession cases without either a confession from the offender as to the nature of the substance or lab testing that meets required evidentiary standards. At this time, three other State Attorneys in Florida have similarly suspended prosecution of such cases.

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Efforts to Decriminalize Misdemeanor Marijuana Possession at the Local Level in Florida:

Since 2015, several counties and cities in Florida have adopted local ordinances and/or resolutions to decriminalize misdemeanor marijuana possession. Generally, the term “decriminalization” describes a public policy that replaces criminal sanctions for minor marijuana-related offenses with the imposition of civil fines. Many local governments throughout the country have adopted similar local laws, citing the cost to taxpayers associated with the prosecution of misdemeanor marijuana possession cases including law enforcement, courts, and incarceration. At this time, at least 14 local governments in Florida have adopted local laws providing civil penalties for certain misdemeanor marijuana possession offenses. Some local governments, such as Alachua County, impose a civil fine of \$100 for the first offense which increases for subsequent offenses, up to a maximum of two or three offenses. Some, but not all, of these ordinances also allow for the offender to perform community service in lieu of the fine. Broward County also requires an offender to participate in drug screening as well as a treatment and education program if warranted, in order to receive a civil citation for a third offense (the first and second offenses are penalized by a civil fine or community service). Conversely, some other local governments impose a \$100 fine for each offense, with no limitation on the number of times an offender may receive a civil penalty.

Although some local governments in Florida have adopted ordinances providing for civil penalties, it should be noted that misdemeanor marijuana possession remains a criminal offense under both federal and state law in Florida. As such, any ordinance adopted by a local government to decriminalize misdemeanor marijuana possession is null and void. In jurisdictions that have adopted such ordinances, misdemeanor marijuana possession may still be charged and prosecuted as a crime by the State Attorney or U.S. Attorney with jurisdiction. As part of this analysis, staff reached out to other State Attorneys' offices in areas of the state where local governments have adopted decriminalization ordinances to determine how these cases are currently being processed. As of the publication of this agenda item, staff has received responses from State Attorneys' offices in the 8<sup>th</sup> Judicial Circuit (Alachua County and others), 11<sup>th</sup> Circuit (Miami-Dade), and 17<sup>th</sup> Circuit (Broward). In the 11<sup>th</sup> and 17<sup>th</sup> Circuits, the State Attorneys' offices are allowing local law enforcement agencies to issue civil citations for misdemeanor marijuana possession in accordance with adopted local ordinances. Notwithstanding this, both offices emphasized that the decision to allow this practice in lieu of criminal charges under the applicable state and federal laws is the prerogative of the State Attorney. In the 8<sup>th</sup> Circuit, Alachua County's ordinance applies only within the unincorporated area and none of its municipalities have adopted similar civil penalties. As a result, the Sheriff has not elected to utilize the option to issue civil penalties in Alachua County. The State Attorney's office in the 8<sup>th</sup> Circuit is currently referring eligible offenders to its pre-trial diversion program.

In effect, the ordinances described above that some Florida cities and counties have adopted create a new form of diversion from the criminal justice system by providing an alternative to arrest for minor marijuana possession offenses. The existing diversion programs available in Leon County and throughout the 2<sup>nd</sup> Judicial Circuit currently provide essentially the same ability for offenders to avoid criminal prosecution for misdemeanor marijuana offenses, but the decriminalization ordinances described above involve fewer requirements for the offender. For example, where Leon County's Adult Civil Citation Program involves a \$100 fine, mandatory community service, and

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drug screening and treatment if warranted, most decriminalization ordinances in Florida require a \$100 fine for the first offense and no other requirements for a first-time offense, which may be waived if the offender performs a certain number of community service hours instead. Only Broward County requires drug screening and treatment, and this requirement is only imposed for a third offense.

For the reasons described above, the State Attorney has indicated that he would be opposed to a similar ordinance in Leon County. The State Attorney has expressed the opinion that given the existing federal and state prohibitions on marijuana possession, a local ordinance to decriminalize would not be valid. Additionally, the two criminal justice diversion programs currently available in the 2<sup>nd</sup> Judicial Circuit currently provide ample opportunity for eligible offenders to avoid prosecution for misdemeanor marijuana offenses, while also providing a mechanism to ensure drug treatment and education for offenders where appropriate. Finally, the County has no operational authority over local law enforcement agencies, and as such, cannot compel these agencies' participation in such a program.

Conclusion:

As described above, the State Attorney for the 2<sup>nd</sup> Judicial Circuit administers both a pre-arrest Adult Civil Citation Program and a post-arrest Misdemeanor Diversion Program throughout the circuit, including all of Leon County. Both programs may, at the State Attorney's discretion and based on factors including the offender's prior criminal history, currently allow for cases involving misdemeanor marijuana possession to be diverted. These programs provide diversion opportunities both at the initial point of contact with a law enforcement officer as well as immediately following arrest and prior to arraignment, allowing eligible offenders to avoid criminal conviction for misdemeanor offenses upon successful completion of the program.

The MOU governing the current ACC program has been executed by 20 law enforcement agencies throughout the 2<sup>nd</sup> Judicial Circuit, including the Leon County Sheriff's Office and the Tallahassee Police Department. However, only LCSO, TPD, and the Florida Highway Patrol have referred offenders to the pre-arrest Adult Civil Citation program to date. It is important to note that Leon County Government is not a formal party to this process, and as such, can neither mandate that individual law enforcement agencies participate in the program nor the extent to which they utilize it.

With regard to exploring a local ordinance to decriminalize misdemeanor marijuana possession, the Board may wish to consider a draft ordinance that provides for civil penalties instead of criminal charges. However, because marijuana possession remains illegal under both federal and state law a local ordinance to that effect would not preclude an offender from being charged and prosecuted with a criminal offense. In order to effectuate a true decriminalization of misdemeanor marijuana possession, federal and state legislation would be needed to de-schedule marijuana from their respective lists of regulated controlled substances and eliminate the associated criminal penalties.

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**Options:**

1. Accept the status report and take no further action.
2. Accept the status report and direct staff to prepare an Ordinance for the Board's consideration to provide civil penalties for misdemeanor marijuana possession offenses.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. April 24, 2017 Letter from State Attorney Jack Campbell Regarding the Adult Civil Citation Program
2. Memorandum of Understanding for the 2<sup>nd</sup> Judicial Circuit Adult Civil Citation/Pre-Arrest Diversion Program
3. State Attorney Memorandum Suspending Prosecution of Marijuana Possession Cases – July 2019

**JACK CAMPBELL**  
STATE ATTORNEY



LEON COUNTY COURTHOUSE  
301 S. MONROE STREET  
TALLAHASSEE, FLORIDA 32300-2550  
TELEPHONE (850) 806-6000

OFFICE OF  
**STATE ATTORNEY**  
SECOND JUDICIAL CIRCUIT OF FLORIDA

April 24, 2017

RECEIVED

APR 25 2017

Office of Court Administration

Sheriff Walt McNeil  
Leon County Sheriff's Office  
2825 Municipal Way  
Tallahassee, Florida 32304

Chief Michael DeLeo  
Tallahassee Police Department  
234 E. 7<sup>th</sup> Ave.  
Tallahassee, Florida 32303

Tom Olk  
Disc Village, Inc.  
3333 West Pensacola Street #300  
Tallahassee, Florida 32304

Grant Slayton  
Court Administration  
301 S. Monroe Street  
Tallahassee, Florida 32301

Dear Community Partners,

I am writing concerning the Leon County Pre-Arrest Adult Civil Citation and Diversion Program (hereinafter "the Program"). As you know, I took office in January and am continuing to establish working relationships throughout the Second Judicial Circuit. As such, I have been familiarizing myself with many memoranda of understandings including those regarding the Program.

My understanding of the goal of the Program is to allow persons who have committed crimes to be punished while avoiding the long-term consequences of being criminally prosecuted. Namely, offenders who successfully complete the Program have the ability to deny that they have ever been arrested. I recognize that the stigma of arrest is a negative consequence that can last for years and frustrate future education and employment. It is because of these severe consequences that the State Attorney's Office employs an extensive post-arrest diversion program which allows offenders who complete the program to have their cases dismissed. Qualifying offenders can also pursue sealing and/or expunction of their records.



Where appropriate, I support alternative resolutions in criminal cases. One of my favorite aspects of practicing law is the limitless options we can construct to respond to criminal behavior. I have adopted a mission statement that specifically encourages our prosecutors to work toward justice for both offenders and victims with the aim of lessening recidivism. I think that pre and post-arrest diversion and civil citation programs are good tools and have a place in our arsenal. However, I am also equally concerned with equality under the law as justice is lost if it is not consistently enforced.

Generally, the State Attorney's Office is not consulted in any manner when the Adult Civil Citation Program is used. The offender is directed to DISC Village and the State Attorney's Office is none the wiser until and unless the offender breaches the contract. Law enforcement then seeks an arrest warrant and the case is referred to this office for prosecution of the original crime. This has happened 14 times since January, 2017. Unfortunately, the way the Program is being implemented has created ethical concerns for me.

The September 10, 2012 memorandum creating the Program lists Tom Olk, CEO of DISC Village, and Court Administrator Grant Slayton as signatories. While the memorandum lists the City of Tallahassee, Leon County Sheriff Office, Disc Village Inc, and Office of the State Attorney as community partners, the agreement does not specifically define what is expected of these entities. This is of great concern to me as I want to be a good partner to the community and to each of you. But the State Attorney's Office cannot be used to resolve civil disputes. The Florida Bar specifically prohibits the use or threat of criminal sanctions to resolve civil disputes by any attorney. This is further problematic in my role as State Attorney as prosecutors are guided by heightened ethical constraints to ensure that both the State and the defendant are treated appropriately and equally. While I have great faith in each of you, I cannot overlook some issues that arise from the way the Program is currently being implemented.

First, there is an economic concern. The Program costs more than both traditional court fees and the post-arrest diversion program. Eleven of the fourteen cases referred to this office this year were for petit theft. Many of these cases involved an offender stealing food. I have no way to know whether the offender's noncompliance with the Program was the result of poverty; but the evidence suggests that inability to pay may be a factor in the decision as to which offenders benefit from the Program and which offenders are referred to the State Attorney's Office for criminal prosecution.

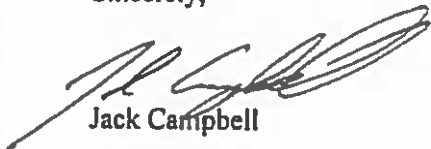
Second, there is an absence of due process in the Program. For example, there is no vehicle for offenders who have failed out to appeal their discharge from the Program. As State Attorney, I am required to ensure due process under the law for each offender. Furthermore, the initial contract which offenders sign upon entry into the Program is legally untenable as it requires them to waive their constitutional rights, confess, and agree to future actions and payments under pain of future arrest. All of this is done on scene where the offender's sobriety and mental status are unknown, they have not been afforded the opportunity to confer with counsel, and they are told that if they don't agree they will be immediately arrested. None of this could ever pass constitutional muster.

Third, the Program creates inequalities due to impermissible factors. We recently had a felony arrest where the officer specifically indicated that he would have given the offender a civil citation had he not lived outside Leon County. This is particularly troubling to me as I represent five surrounding counties. Where someone lives should not be a deciding factor as to whether or not they are criminally prosecuted. However, there is an even more dramatic inequality due to wide variances in implementation by law enforcement. Some agencies are requiring their officers to use civil citation whenever possible, while others are prohibiting their officers from using the program altogether. While individual discretion should always be left to the officers on scene, these blanket variances result in arbitrary application.

Finally, the implementation of the Program misrepresents the criminal justice situation in Leon County. I am currently working to better track and quantify crimes, arrests, dispositions, and recidivism. This will allow our community to better analyze areas of concerns and successful interventions and strategies. However, these numbers are irreparably skewed by an alternative prosecution system operating outside my knowledge or control. As the State Attorney, I am ultimately responsible to our community for whether prosecutions are being handled consistently and appropriately. Under the current procedures, these statistics will only reflect the "failures" of the Program, and there will be no record of the "successfully" diverted offenses. Significant resources are spent on the Program and the only way to demonstrate its success or failure is to count and compare the successes of the Program to those cases handled traditionally. Furthermore, the entry into the Program must be consistently applied to render valid results. Some statistics have labeled us as both a violent and racially segregated community. If this is true, I want to see the numbers and be able to address the problem. If it is not, I want to be able rebuke these labels with accurate data. I know we all need to have accurate information to be effective in our interventions and resolutions of cases.

In conclusion, for the reasons stated above I am temporarily suspending prosecutions of offenders who fail to successfully complete the Program. I am not taking any such action with the juvenile system at this time. My understanding is that there is legislation pending concerning Adult Civil Citation and this will obviously influence these issues in the near future. My suggestion is that we wait for the Legislature to act, and then convene to discuss how we can work together to implement this useful tool in a way that is fair and equitable. Please feel free to contact me if I can be of further assistance or if you have any questions.

Sincerely,



Jack Campbell

CC:

Ricardo Fernandez City Manager, City Hall, 300 S. Adams Street, Tallahassee, Florida 32301  
Vince Long County Manager, County Administration, 301 S. Monroe Street, Tallahassee, FL 32301  
Bryan Desloge, County Commission, 301 S. Monroe Street, Tallahassee, Florida 32301  
Gil Ziffer, City Commission, 300 S. Adams Street, Tallahassee, Florida 32301

**JACK CAMPBELL**  
STATE ATTORNEY



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TELEPHONE: (850) 606-6000

OFFICE OF  
**STATE ATTORNEY**  
SECOND JUDICIAL CIRCUIT OF FLORIDA

## **Memorandum of Understanding**

### **Intent:**

In order to better address minor offenses through making strong interventions without unintended lasting collateral consequences, the Office of the State Attorney for the Second Judicial Circuit is establishing the following diversion program. This process is in partnership with all local governments, law enforcement agencies, and human service providers. The intent of this program to give prosecutors and law enforcement additional options when interdicting criminal behavior, but in no way does this program supplant or otherwise limit the traditional criminal justice options held by all sworn law enforcement, the State Attorney, or the Courts.

### **Eligibility:**

Diversion is reserved for criminal behavior that would otherwise be characterized as misdemeanors or violations of municipal ordinance. Prior participants may be eligible, or may be denied, at the discretion of the Office of the State Attorney. Actions constituting felonies are not eligible. Pre-arrest diversion is not eligible for those with prior criminal history. Crimes involving victims are only eligible if the victim's rights are insured consistent with those in traditional court proceedings.

**The following are NOT generally eligible for the program:**

**Battery or other Violence**

**Violation of Injunction**

**Loitering and Prowling**

**Stalking**

**DUI**

**Animal Cruelty**

### **Partners:**

The signees are specific partners in this effort and agree and adopt its implementation as a program. However, cases made by non-partner organizations are eligible.

## **Procedures:**

Law enforcement will perform their traditional duties of discovering, investigating, and dissuading criminal behavior. If a law enforcement officer determines a person has committed a crime, he or she can take any traditional lawful action he feels appropriate. This includes making an on view arrest, issuing a notice to appear, preparing a probable cause affidavit for potential judicial review, or creating a regular police report.

Under the diversion program, the law enforcement officer can additionally indicate in their probable cause affidavit or sworn report that they feel the offender should be granted diversion rather than criminal arrest. If the LEO does this, he or she will tell the offender of the intent and provide the offender with an information sheet referring them to the Office of the State Attorney in that county. The offender is then told to appear at the office within four weeks. The law enforcement officer then will forward the probable cause or sworn report and recommendation to the local Office of the State Attorney.

The Office of the State Attorney will review all cases forwarded by law enforcement. This will include those where the officer did not effect an arrest. In all cases, the assigned prosecutor will decide whether diversion is an appropriate intervention based on the facts of the case, criminal history of the offender, and any other information that the prosecutor is able to ascertain. If the prosecutor determines that diversion is not appropriate, he or she will file an information for the charge supported by the probable cause or sworn report and request a court date at which the defendant will be required to appear with a notice to be sent out by the Clerk.

If the prosecutor determines that diversion is appropriate, he or she will refer the case to the diversion coordinator. The Office of the State Attorney will mail notice of eligibility to all qualified offenders and attempt to notify any offenders at arraignment. Offenders who were not arrested will be notified upon their arrival at the Office of the State Attorney.

The Office of the State Attorney will staff the administration of the program. In addition to notice of eligibility, each offender will be provided written notice of the requirements of the diversion program. This will include all financial requirements, counseling and treatment requirements and costs, and any additional sanctions possible. They will also be notified of their legal rights that are subject to waiver including those of speedy trial. They will be afforded an opportunity to retain counsel and be given notice of their consequences for failure to successfully complete the program. They will also be given the option to have the case transferred for a traditional prosecution by the Office of the State Attorney. Upon successful completion of the program, the Office of the State Attorney will file a no information if an arrest or notice to appear was filed. They will also notify the referring or arresting agency of the resolution of the case whether an arrest was made or not.



## **Program Requirements:**

In all cases:

1. No additional criminal activity during the pendency of the diversion. This will last a minimum of 3 months and a maximum of 12.
2. Pay cost of prosecution of \$100 to the Office of the State Attorney within 3 months from date of entry into program.
3. Community Service hours.

The Office of the State Attorney will make such conditions a part of the diversion when the prosecutor feels they are appropriate based on the crimes, criminal history, or other information available at the time of review.

1. Pay any restitution at time of entry.
2. Evaluation and follow recommendation of treatment provider. (Anger Management, Mental Health, Substance Abuse Evaluation, Theft Class, Hunter Safety Course) Cost to be borne by offender and payable to vendor.
3. Get a valid driver's license.

All monies paid to the Office of the State Attorney are in the form of money orders. The monies are non-refundable.

Treatment providers can be through any qualified provider. A non-exclusive list of providers and their costs will be provided prior to the offender entry into the program. The offender must provide proof of evaluation and treatment plan to the Office of the State Attorney in the form of a letter on official letterhead capable of independent review.

Community Service Hours can be completed through any charitable organization that is eligible for tax free status pursuant to the IRS. The offender is required to provide proof through documentation on official letterhead capable of independent review.

Driver's License. The offender is required to show their valid driver's license to the Office of the State Attorney or otherwise provide documentation on their inability to gain such a license despite their efforts.

### Scholarship:

1. If possible, monies will be secured from local governments to cover the costs associated with this program for those who are indigent. If such funding is available, the offender will request such a scholarship and provide proof of eligibility for the Office of the Public Defender. If funds are available, they will cover the costs of both the Office of the State Attorney and private vender fees. In exchange for such a scholarship, the offender will additionally be required to complete one day on the County Work Camp to repay the debt and provide proof of successful completion to Office of the State Attorney.

### Sealing and Expungement:

Upon successful completion of the program, forms will be provided to the offender to allow them to proceed with sealing or expungment.

### Memorandum of Understanding:

Through entry into this memorandum of understanding we agree that our agencies will support and utilize the Diversion Program at the discretion of each partner. This does not bind any partner to take any particular action in any case. Nor does is require that the agency or its employees ever make a pre arrest diversion recommendation. It is merely an acknowledgement of the program as a pre-arrest and post-arrest diversionary option for the State Attorney and all law enforcement partners in the Second Judicial Circuit.



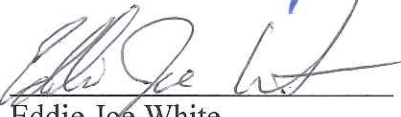
Jack Campbell  
State Attorney of Second Judicial Circuit




Walt McNeil  
Sheriff of Leon County



Morris Young  
Sheriff of Gadsden County



Eddie Joe White  
Sheriff of Liberty County



Jared Miller  
Sheriff of Wakulla County



A.J. Smith  
Sheriff of Franklin County



David Hobbs  
Sheriff of Jefferson County



Kelly M. Hildreth  
Acting Troop Commander, FHP



Michael Deleo  
Chief of Tallahassee Police Department




David Perry  
Chief of Florida State University Police Dept.



Tracy Smith  
Chief of Havana Police Department



Glenn Sapp  
Chief of Quincy Police Department



Greg Gibson  
Chief of TCC Police Department




Curtis Brown  
Director of FWC Commission



Bobby Varnes  
Chief of Apalachicola Police Department



Fred Mosley  
Chief of Monticello Police Dept.




Terence Calloway  
Chief of FAMU Police Dept.



Deric Mordica  
Chief of Midway Police Department



Brian Alexander  
Chief of Gretna Police Department



Richard Swearingen  
Commissioner of FDLE



Vann Pullen  
Chief of Chattahoochee Police Department



Gary Hunnings  
Carrabelle Police Department



JACK CAMPBELL  
STATE ATTORNEY



OFFICE OF  
**STATE ATTORNEY**  
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TELEPHONE: (850) 606-6000

July 30, 2019

Dear Law Enforcement Partners,

I have just returned from our annual Florida Prosecuting Attorney's Summer Conference where our board discussed many significant issues. One of the most pressing is that of Florida's new hemp law and how it impacts other prosecutions. This letter does NOT address medical marijuana. I agree that the issues often interrelate, but for the sake of clarity I only address the hemp issue here.

Both Congress and the Florida Legislature have now passed laws making hemp, CBD, and other derivatives with .3 percent or less of THC, lawful. The specific definition is: "Hemp" means the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof, and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers thereof, whether growing or not, that has a total delta-9 tetrahydrocannabinol concentration that does not exceed 0.3 percent on a dry-weight basis." Florida Statute §581.217 (2019).

Previously, I was present at a meeting and demonstration at the Florida Department of Agriculture on July 8, 2019 where a vendor, a Navy Seal, showed a possible presumptive test that would be able to differentiate these items. They stated they were working with AVO labs and the Broward State Attorney's Office to validate the test. I mentioned that the tests were of no use unless they were validated and that we would need expert testimony to be able to establish their scientific reliability in court.

At the conference, I met with the Broward State Attorney's team and am sorry to report that that they were hoping that AVO was going to be able to both validate and provide the expert testimony necessary. However, they have withdrawn after it was discovered they did not have a DEA license allowing them to even possess marijuana, let alone test it. Hence, I would not recommend you invest in those tests. The current status is that we are hoping to get a presumptive test that will work in Florida, but we don't have it yet. We recommend keeping your current presumptive tests though as they will likely be needed even when the new additional presumptive test is retained.

In addition to presumptive or roadside tests, we also will need full testing for trial. The Attorney General's Chief of Staff and General Counsel have explained the FDLE is currently looking at two possible courses to allow quantification testing of samples. Previously, we would need only qualitative testing as all forms of the cannabis plants were illegal. Now, cannabis and its extracts or derivatives are legal if it has THC concentrations below .3%.



The current posture is that no public or private lab in Florida can do this dispositive testing. The Florida Department of Agriculture is unable to do so, and while there are some private labs that may want to get this business, they are not online as of now. The traditional testimony of officer's training and experience is of no use. These legal products will test positive for THC with the current presumptive test kits in use. The drug sniffing K9s that have been trained on marijuana will likely alert to these products, as they are trained to detect any amount of THC. Hemp products look and smell exactly like marijuana products.

Some municipal labs in larger jurisdictions are also trying to invest in technology that will either allow full or partial quantification. If FDLE does so, or your agency is willing to have the samples privately tested, we will consider filing these cases. I would suggest that if you are contemplating using a non-governmental lab to do your testing, please consult with us. The cost of testing may be far less than what it will cost for us to secure the expert testimony necessary to comply with Florida evidence rules. Furthermore, the lab you are using may not be capable of meeting the Daubert predicate, and if so, the evidence will be excluded. Daubert v. Merrell Dow Pharm., Inc., 509 U.S. 579, 585, 113 S. Ct. 2786, 2792, 125 L. Ed. 2d 469 (1993).

My current hope is that the Florida Legislature, Florida Department of Agriculture, and the Florida Department of Law Enforcement will work to resolve this problem. It is clear that cannabis is still illegal, and I intend to enforce the laws as written. While this has created a practical frustration, it does not appear to be insurmountable.

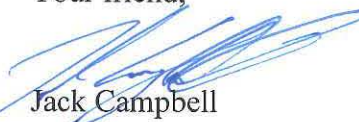
Of greater concerns, are the associated issues we will face due to this status. Much of the search and seizure law hinges on either the officer's or K-9's ability to smell. This seems to now be in significant doubt. I would suggest that your officers and deputies no longer rely purely on their identification of believed cannabis. While it used to allow further detentions and seizures, case law from other jurisdictions suggest it will not be sufficient in the coming months and years.

Finally, perhaps the most egregious oversight is that of juvenile law. At present, there is no additional restriction on children possessing CBD or Hemp. It is my understanding that some shops are now making pre-rolled hemp cigarettes and are selling hemp gummies. The irony that children cannot lawfully possess tobacco but can now have hemp candies and cigarettes is astounding. I again hope that the Florida Legislature will address this problem.

To conclude, this Office will no longer be charging people with possession of cannabis absent a confession to what the substance is or testing by a lab that can meet the evidentiary standards I have laid out. We will also not be approving search warrants or other legal process based on traditional predicates where officers, or their dogs and presumptive tests, feel a substance is cannabis. I know this is a significant change in the law and would caution you in making arrests when these issues are present.

I am confident we can work through these challenges together as we have in the past. We will be lobbying the legislature to fund presumptive testing and final analytical testing, and to regulate possession by minors. Please let me know if you have any questions or concerns.

Your friend,



Jack Campbell  
State Attorney  
2<sup>nd</sup> Judicial Circuit

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

# Leon County Board of County Commissioners

## Agenda Item #8

October 15, 2019

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

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

Herbert W.A. Thiele, County Attorney

**Title:** Approval of Ground Lease with Tall Timbers Research, Inc. for the Bradfordville Volunteer Fire Department

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review and Approval:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Chad Abrams, Chief, Emergency Medical Services Brent Pell, P.E., Director, Public Works
<b>Lead Staff/ Project Team:</b>	Emily R. Pepin, Assistant County Attorney Charles Wu, P.E., Director, Engineering Services Tom Brantley, P.E., Chief, Building Engineering

### **Statement of Issue:**

This agenda item seeks Board consideration of the approval of a 30-year Ground Lease with Tall Timbers Research, Inc. ("Tall Timbers") for the construction and operation of a volunteer fire department in the Bradfordville area.

### **Fiscal Impact:**

This item has a fiscal impact. Upon approval of the lease, the County will proceed with bidding the construction project. Funding of \$161,000 to construct the facility is included in the approved capital improvement program (CIP).

### **Staff Recommendation:**

Option #1: Approve the Ground Lease Agreement with Tall Timbers Inc. for the Bradfordville Volunteer Fire Department (Attachment #1) and authorize the County Administrator to execute the Agreement and associated documents.

## **Report and Discussion**

### **Background:**

This agenda item seeks Board consideration of the approval of a 30-year Ground Lease with Tall Timbers Research, Inc. (“Tall Timbers”) to locate a volunteer fire station in the Bradfordville area (Attachment #1). Tall Timbers has offered to lease 1.54 acres of vacant property off County Road 12 and Hanna Hammock Road, at no cost to the County for the Bradfordville Volunteer Fire Department, Inc. (“Bradfordville VFD”). A location map has been provided as Attachment #2 for reference.

From 2001 – 2003, the County constructed four VFD fire stations in the unincorporated area to improve fire protection and to reduce homeowner insurance ratings in the unincorporated areas of the County. These fire stations are minimal in nature and consist of large garages that have a restroom and an area to store a fire truck and equipment. They do not have sleeping quarters, kitchens and meeting rooms like a traditional fire station. At the time the County designed, permitted and constructed the other fire stations, the Bradfordville VFD was unable to locate a suitable site for the construction a fire station.

Within the unincorporated area of Leon County, there are six volunteer fire departments. Of the six, the Bradfordville VFD provides volunteer fire services to the Bradfordville area pursuant to the Volunteer Fire Services Agreement (County Contract No. 0108-2). The Bradfordville VFD currently operates one fire engine out of the Tallahassee Fire Station 15 on Bannerman Road, with the remainder of its trucks and equipment located at volunteer’s homes. Upon completion of the new fire station, the Bradfordville VFD will locate equipment at both the new station and Fire Station 15.

### **Analysis:**

The Bradfordville VFD identified the Tall Timbers property for the new fire station because of the existing housing density of the Meridian Hills subdivision and housing developments along County Road 12 west of Meridian Road. Many residential insurance companies consider the distance of a home from a fire station as one of the factors in determining insurance premiums. If the home is farther than five road miles from a responding fire station, the insurance premiums are typically higher. Locating the VFD station at Tall Timbers brings approximately 440 homes to within five road miles from the fire station. This will result in improved fire protection for those homes and provides for the possibility of lower insurance rates for the homeowners. Also, Tall Timbers intends to partner with the VFD for its annual controlled burns that are conducted for land management purposes. The Bradfordville VFD participated in the site selection and has provided staff with input on the design of the facility.

The proposed Ground Lease (Attachment #1) will be for a duration of 30 years with two 30-year extensions thereafter. Under the Ground Lease, the County, as Tenant, is obligated to construct and maintain all facilities with the exception of mowing the Premises and maintaining Hanna Hammock Road. Upon completion of the construction of the fire station, the County will enter

into an Agreement with the Bradfordville VFD for the operation of the station. This approach is consistent with how other County-owned fire stations are operated by a VFD.

In FY 2017 the CIP budget for the Bradfordville VFD station was established at \$161,000. The \$161,000 consists of \$110,000 from the fire service fees used to support the VFDs, and \$51,000 of funds remaining from the original VFD fire station budget. Any additional funds needed based upon final construction documents will be allocated from the fire services fees used to support the VFDs. No additional general revenue will be allocated for the project.

Staff recommends approval of the Ground Lease agreement with Tall Timbers Research, Inc. and authorization for the County Administrator to execute the Agreement. The Agreement between the County and the Bradfordville VFD for the operation of the fire station will be brought to the Board at a future meeting.

**Options:**

1. Approve the Ground Lease Agreement with Tall Timbers Research, Inc. for the Bradfordville Volunteer Fire Department (Attachment #1) and authorize the County Administrator to execute the Agreement and associated documents.
2. Do not approve the Ground Lease with Tall Timbers Research, Inc.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Ground Lease with Tall Timbers Research, Inc.
2. Location Map

### **Ground Lease Agreement**

This GROUND LEASE AGREEMENT (the "Lease") is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, 2019 ("Effective Date"), by and between Tall Timbers Research, Inc., a Florida Not For Profit Corporation, whose principal business address is 13093 Henry Beadel Drive, Tallahassee, FL 32312 ("Landlord") and Leon County, Florida, a charter County and political subdivision of the State of Florida, whose address is 301 S. Monroe Street, Tallahassee, FL 32301 ("Tenant").

### **WITNESSETH:**

WHEREAS, Landlord owns the parcel of land identified for assessment and tax purposes as Parcel ID No. 1717200120000; and

WHEREAS, Tenant desires to lease a portion of the parcel, more particularly described in **Exhibit A**, to develop a volunteer fire station in the Bradfordville community in Leon County, Florida (Fire Station) on the land owned by Landlord described below; and

WHEREAS, the Landlord desires to lease to the County the land to develop such fire station to serve a public need.

NOW, THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

### **ARTICLE I DEFINITIONS**

**Section 1.01 Definitions.** The following terms, as used in this Lease, shall have the meanings set forth below:

"Assignment" shall mean the sale, exchange, transfer, or other disposition of all or part of Tenant's interest under this Lease.

"Business Day" shall mean any day that is not a Saturday, Sunday, or a day observed as a holiday by either the State or the Federal government.

"Certificate of Occupancy" shall mean a certificate issued by the appropriate Governmental Authority permitting the occupancy of the Facility.

"Commencement Date" shall mean the Effective Date of this Lease.

"Expiration Date" shall mean the last day of the month in which occurs the thirtieth (30th) anniversary of the Commencement Date, as same may be extended pursuant to ARTICLE XXIV hereof, or such earlier date on which the Term shall sooner end pursuant to any of the terms, covenants or conditions of this Lease or pursuant to Law.

"Facility" shall mean the building and 10,000 gallon tank to be constructed on the Land by Tenant pursuant to this Lease which is a Volunteer Fire Station, together with all fixtures associated with the Permitted Use now or in the future installed or erected upon the Land or Improvements.

Attached to this Lease as **Exhibit B** (the "Site Plan") is a site plan for the initial Improvements that Tenant proposes to construct upon the Land. Attached to this Lease as **Exhibit C** (the "Building Schematic") is a building schematic for the Facility that Tenant proposes to construct upon the Land.

"**Fee Mortgage**" shall mean any financing obtained by Landlord, as evidenced by any mortgage, deed of trust, assignment of leases and rents, or other instruments, and secured by the fee ownership interest of Landlord in the Property, including any extensions, modifications, amendments, replacements, supplements, renewals, refinancings, and consolidations thereof.

"**Fee Mortgagee**" shall mean the holder of a Fee Mortgage.

"**Governmental Authority or Governmental Authorities**" shall mean the United States of America, the State of Florida, Leon County, any political subdivision of any of the foregoing, and any other governmental or regulatory authority, agency, board, department, or any other public or quasi-public authority, having jurisdiction over the Premises or the matter at issue.

"**Impositions**" shall mean any and all: (a) property taxes of every kind and nature; (b) property assessments (whether general, special, business improvement district, or otherwise); (c) personal property taxes; (d) occupancy and rent taxes; and (e) any and all other governmental levies, fees, rents, assessments, or taxes and charges, general and special, ordinary and extraordinary, foreseen and unforeseen, of any kind and nature whatsoever, and any interest or costs with respect thereto, which at any time during the Term are, or, if the Premises or any part thereof or the owner thereof were not exempt therefrom, would have been assessed, levied, confirmed, imposed upon, or would have become due and payable out of or in respect of, or would have been charged with respect to, the Premises.

"**Improvements**" shall mean all buildings and other improvements now located, or hereafter erected, on the Land (including the Facility), together with all fixtures now or in the future installed or erected in or upon the Land or such improvements owned or leased by Landlord or Tenant.

"**Land**" shall mean all that certain plot, piece, or parcel of land located in Leon County, Florida and which land is legally described in Exhibit A attached hereto and incorporated herein.

"**Law**" or "**Laws**" shall mean any present or future applicable law, statute, ordinance, regulation (including zoning regulations), code, building code, judgment, injunction, order, rule, directive, common law, codes and ordinances of any Governmental Authorities, easement, covenant, restriction, or other agreement of record affecting the Premises as of the date of this Lease or subsequent thereto.

"**Legal Requirements**" shall mean all requirements of Law.

"**Liabilities**" shall mean all losses, claims, suits, demand, costs, liabilities, and expenses, including reasonable attorneys' fees, penalties, interest, fines, judgment amounts, fees, and damages, of whatever kind or nature.

"**Permitted Use**" shall mean the use of the Premises in accordance with all applicable Laws for the operation of a Volunteer Fire Department but will not include residential use by personnel.

"**Person**" shall mean any individual, corporation, partnership, firm, or other legal entity.

**"Personalty"** shall mean all machinery, equipment, appliances, furniture, and any other personal property of any kind or description owned or leased by Tenant located on the Premises and used in the operation of the Premises, excluding trucks and cars.

**"Premises"** shall mean the Land, any Improvements thereon (including the Facility, as applicable), and any and all rights, privileges, easements, and appurtenances to the Land and the Improvements and any development rights.

**"State"** shall mean the State of Florida.

**"Sublease"** shall mean any lease, sublease, occupancy, license, or concession agreement for the use or occupancy of space in the Improvements (other than this Lease).

**"Subtenant"** shall mean any tenant, subtenant, licensee, or other occupant of space in the Improvements (other than Tenant).

**"Term"** shall mean the term of this Lease commencing on the Commencement Date and ending on the Expiration Date.

**"Unavoidable Delay"** shall mean a delay in performing any obligation under this Lease arising from or on account of any cause whatsoever beyond the Tenant's reasonable control, despite Tenant's reasonable diligent efforts, including industry-wide strikes, labor troubles or other union activities (but only to the extent such actions do not result from an act or omission of Tenant), Tenant's inability to obtain required labor or materials after commercially reasonable efforts to do so, litigation (unless caused by Tenant), loss, accidents, laws, war, or riots. Unavoidable Delay shall exclude delay caused by Tenant's financial condition or illiquidity. To claim Unavoidable Delay, Notice shall be provided: (a) within 10 days after Tenant knows of any such Unavoidable Delay; and (b) within 5 days after such Unavoidable Delay ceases to exist. To be effective, any such Notice must describe the Unavoidable Delay in reasonable detail.

## ARTICLE II

### LEASE OF PREMISES; CONDITION OF PREMISES; FAILURE TO DELIVER POSSESSION

**Section 2.01 Lease of Premises.** Subject to the terms and conditions of this Lease, Landlord leases to Tenant, and Tenant leases from Landlord, the Premises for a Term that shall commence on the Commencement Date and end on the Expiration Date (as such Term may be extended from time to time pursuant to ARTICLE XXIV hereof), subject to earlier termination pursuant to any of the terms, covenants, or conditions of this Lease or pursuant to Law.

**Section 2.02 Condition of Premises.** Tenant has inspected the Premises and accepts possession of the Premises in its "AS IS" condition on the Commencement Date. Tenant at its sole cost has full responsibility for the repair, alteration, maintenance, and replacement of the Premises. Tenant expressly acknowledges and agrees that Landlord has not made and is not making, and Tenant is not relying upon, any warranties or representations regarding the Premises.

**Section 2.03 Failure to Deliver Possession.** If Landlord shall fail to deliver vacant possession of the Premises on the Commencement Date, Landlord shall have no liability to Tenant and this Lease



shall remain in full force and effect according to its terms, but the Term shall not commence until the date on which Landlord delivers vacant possession of the Premises to Tenant.

**Section 2.04 Access.** Landlord reserves the non-exclusive use of all roads located on the Premises, including without limitation that part of Hanna Hammock Road located on the Premises, for purposes of vehicular and pedestrian ingress, egress and utilities and access from State Road No. 12 to the adjacent, surrounding and nearby real properties in which Landlord has an interest.

### **ARTICLE III CONSIDERATION; RENT PAYABLE TO LANDLORD**

**Section 3.01 Consideration.** This Lease is granted to Tenant by Landlord in consideration for the Tenant's construction of the Facility on the Leased Property and the payment of all utilities for the Premises throughout the Term.

**Section 3.02 Rent Payable to Landlord.** In accordance with the terms of this Lease, the Tenant shall be entitled to the use of the Leased Property rent free, except as otherwise provided in this Lease.

### **ARTICLE IV PAYMENT OF IMPOSITIONS; NET LEASE**

**Section 4.01 Payment of Impositions.** During the Term of this Lease, Tenant shall pay or shall cause to be paid all Impositions directly to the Governmental Authority charged with the collection thereof, if applicable.

**Section 4.02 Net Lease.** This is a net/net ground lease, and Tenant shall pay or cause to be paid all expenses of every kind associated with the Premises.

### **ARTICLE V PERMITTED USE**

**Section 5.01 Permitted Use.** Subject to all applicable Laws and this Lease, Tenant shall use the Premises only for the Permitted Use and in accordance with the Certificate of Occupancy.

### **ARTICLE VI CONSTRUCTION OF FACILITY**

**Section 6.01 Construction of Facility.** Tenant has or shall enter the Development Agreement and the Construction Agreement for the design, development, and construction of the Facility. All construction will be performed at Tenant's sole cost in a good and workmanlike manner and only by contractors and subcontractors that are properly licensed in the State of Florida to perform their respective work.

**Section 6.02 Liens Subordinate to Landlord.** Tenant shall not create or permit to be created or to remain, and shall promptly discharge, any lien, encumbrance, or charge levied on account of any

mechanic's, laborer's, or materialman's lien which might or does constitute a lien, encumbrance, or charge upon the Premises, or any part thereof, or the income therefrom, having a priority or preference over or ranking on a parity with the estate, rights, or interest of Landlord in the Premises or any part thereof, or the income therefrom. Nothing in this Lease shall be deemed or construed in any way as constituting the consent or request of Landlord, express or implied, by inference or otherwise, to the filing of any lien against the Premises by any contractor, subcontractor, laborer, materialman, architect, engineer, or other Person for the performance of any labor or the furnishing of any materials or services for or in connection with the Premises or any part thereof.

**Section 6.03 Title to the Improvements and the Personalty.** The title to all Improvements and Personalty now or hereafter located on the Premises, including those to be constructed in accordance with this Lease, shall be vested in Tenant until either the termination or expiration of this Lease, at which time all title to and ownership of the Improvements and Personalty shall vest (without the necessity of any instrument being executed and delivered by Tenant to Landlord) in Landlord subject to the Leon County Board of Commissioners' (the "Board") approval. However, if no decision is reached prior to the termination of the Lease, Tenant shall have the obligation to remove all Improvements and Personalty that Landlord does not want to remain on the Premises and Tenant shall remove all debris and grade the site (and provide Landlord with certification from appropriately licensed engineers that everything, including foundations and underground improvements installed by Tenant, has been removed and that there is no known environmental contamination or other condition that was created during Tenant's tenancy).

**Section 6.04 Architects, Engineers, Contractors, Specialists, and Consultants.** Tenant shall require any architects, engineers, contractors, subcontractors, specialists, and consultants engaged in connection with the construction of the Facility to perform their respective obligations to be licensed in accordance with the Laws of the State of Florida, and to obtain and maintain for a period of Four (4) years after the Substantial Completion of the Facility errors and omissions insurance pursuant to Section 9.05 of this Lease. Tenant shall cause any general contractor performing work at the Premises to name Landlord as an additional insured on such general contractor's liability insurance.

**Section 6.05 Permits, Laws, and Ordinances.** Tenant shall, at its sole cost and expense, comply and cause its contractors and subcontractors to comply in all material respects with all Laws of all Governmental Authorities which may now or hereafter, from time to time, be established and which are or shall be applicable to Tenant or Landlord as they relate to the Premises and shall take, as otherwise provided herein, all action necessary to cause the Premises to comply in all material respects with all provisions of this Lease applicable to Tenant.

## **ARTICLE VII OPERATION OF THE PREMISES; UTILITIES; WELL**

**Section 7.01 Tenant's Operation of the Premises.** Upon completion of construction of the Facility, Tenant will operate the Premises at its sole cost in accordance with the Certificate of Occupancy, all Laws governing the Premises and this Lease, and for no other purpose.

**Section 7.02 Mechanics' Liens.** Tenant shall keep the Premises and this Lease free from any lien or other encumbrance filed or recorded in favor of any mechanic, materialman, architect, or engineer. If at any time during the Term, any lien or claim for lien of a mechanic, materialman or laborer

shall be filed against the Premises or any part thereof for any work, labor, or materials furnished or claimed to have been furnished to, or pursuant to agreement with Tenant, any agent or subtenant of Tenant, or any agent, subtenant, contractor, or subcontractor of any of them (such work, labor, or materials being "Tenant's Work"), Tenant shall, at Tenant's cost, within thirty (30) days after the filing thereof and notice of such filing, either (a) cause the lien to be discharged of record by payment, deposit, bond, order of court of competent jurisdiction, appropriate legal proceedings or otherwise; or (b) cause a title insurer of national recognition to insure Landlord without exception for loss or damage to Landlord's interest in the Premises that may be occasioned by such lien; or (c) deposit with Landlord cash, a letter of credit, a surety bond or other reasonable security in an amount at least equal to one hundred percent (100%) of such lien. If any action or proceeding is brought against Landlord or any agent of Landlord in connection with any Tenant's Work or any lien or claim for lien for any Tenant's Work, Tenant shall, at Tenant's cost, defend (or cause its responsible subtenant to defend) the same on behalf of Landlord or any such agent, as the case may be, to the extent allowed by law, and pay the amount of any award or judgment made in such action or proceeding, prior to the issuance of any execution against Landlord or the Premises, or both to satisfy such award or judgment.

**Section 7.03 Utilities.** Tenant shall obtain and pay at its sole cost for all utilities directly from and to the utilities and vendors serving the Premises, including fuel, gas, electric, and water and sewer service.

**Section 7.04 Well.** Tenant shall be responsible for the cost to supply water to the fire station including the electric bill and maintenance for the duration of the Term of the Lease. If any existing private well servicing any private residence is located within the Premises, such well shall be permitted to remain at its existing location and Landlord has the right to enter upon the Premises to maintain such well, so long as the maintenance does not disrupt the use of the Premises as a voluntary fire department. Tenant is not obligated to take over the maintenance of a private well located on the Premises.

## **ARTICLE VIII MAINTENANCE, REPAIRS, AND ALTERATIONS**

**Section 8.01 Maintenance and Repair of the Premises.** Tenant shall, at all times during the Term of this Lease, at Tenant's sole cost and expense, keep and maintain the Premises, including the Improvements, appurtenances, and every part thereof that may exist on, in, or be made a part of the Premises, in good order and condition, ordinary wear and tear excepted, and make all necessary repairs thereto, interior and exterior, structural and non-structural, ordinary and extraordinary, and foreseen and unforeseen. If Tenant fails to keep and maintain the Premises and the Improvements as required by this Lease, Landlord may (but shall not be required to) perform and satisfy same, and Tenant hereby agrees to reimburse Landlord for the reasonable cost thereof promptly upon demand. Tenant shall not permit any material waste of the Premises. Tenant shall keep the entire Premises, including adjoining sidewalks and access roads, substantially free of any accumulation of dirt, rubbish, snow, and ice. Landlord is not required to maintain, repair, clean, alter, or improve the Premises, or to provide any services to the Premises. However, Landlord will mow the Premises as Landlord, in its sole discretion, determines is necessary. Landlord agrees to maintain Hanna Hammock Road to standards that will allow for passage by Landlord's vehicles and vehicles used by the Volunteer Fire Department. For damage resulting from use of vehicles owned and/or operated by Tenant and/or the Volunteer Fire Department, Tenant will supply appropriate roadbed material and Landlord will make repairs.

**Section 8.02 Alterations.** Tenant may, at its sole cost and expense, alter, replace, or remodel any Improvements upon the Premises ("Alterations"), provided that the foregoing: (a) are made in compliance with all local, state, and federal rules, regulations, and laws; (b) are completed in accordance with general accepted construction standards; (c) any remodeling shall not materially diminish the value of Improvements or the Premises; (d) Tenant shall not allow mechanic's or materialmen's liens to affix to the Premises because of the Alterations; and (e) any Improvements, including the Facility, will be (i) limited to the number, size, location, use, and footprint depicted on the Site Plan and (ii) uniform and consistent with the design of the building on the Building Schematic. All Improvements that substantially deviate from the attached Site Plan and Building Schematic shall require the prior written approval by Landlord and such approval shall not be unreasonably withheld.

## **ARTICLE IX INSURANCE**

**Section 9.01 Insurance.** It is the intent of the parties that all risk of loss for the Premises be shifted to insurance to the maximum extent practicable. Accordingly, unless Landlord otherwise agrees in its sole discretion, Tenant shall maintain, or cause to be maintained, insurance covering the risks associated with the Permitted Use of the Premises. The premiums for such insurance shall be paid by Tenant, except for the coverages set forth in Section 9.07 below, which will be the responsibility for the party providing such insurance coverage. The policy shall provide that such insurance shall be primary coverage without reduction or right of offset or contribution on account of any insurance provided by Landlord to itself or its officers, officials, or employees. Landlord shall be named as an additional insured on all policies of liability insurance. Certificates evidencing such insurance shall be delivered to Landlord upon the execution of this Lease, and renewals thereof shall be delivered to Landlord at least thirty (30) days prior to the expiration dates of the respective policies.

**Section 9.02 Workers' Compensation and Employer's Liability.** Tenant shall provide workers' compensation insurance covering all employees meeting statutory limits in compliance with all applicable state and federal laws, and shall provide employer's liability insurance with limits of \$500,000 per accident. At all times prior to the expiration or earlier termination of this Lease during any construction conducted by or on behalf of Tenant in or on the Premises, Tenant shall maintain, and cause its contractors to maintain, Workers' Compensation Insurance as required by the Laws of the State. Tenant shall require all subcontractors performing work under this Lease to obtain an insurance certificate showing proof of Workers' Compensation and Employer's Liability Insurance.

**Section 9.03 Property.** Tenant shall, at its sole cost and expense throughout the entire Term of this Lease keep the Improvements insured against loss or damage by fire, windstorm, flood, earthquake, and such other, further and additional risks as now are or hereafter may be embraced by the ISO special form and Builder's Risk extended coverage form or endorsements.

**Section 9.04 Liability Insurance.** At all times during the Term of this Lease, Tenant shall maintain a primary commercial general liability insurance ("CGL") policy covering all claims for bodily injury (including death) and property damage, including loss of use thereof, in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate, with deductible provisions not to exceed Zero Dollars (\$0) per occurrence, to include personal and advertising injury, general aggregate, products, and completed operations aggregate insurance beginning at the completion of each project component, and contract liability to cover all insurable obligations in

this Lease. The policy limits shall be reviewed every One (1) year from the Commencement Date. Coverage shall be specific for this project or, upon approval of Landlord, covered under umbrella or pooled policies. The CGL policy shall include contractual liability coverage, which shall be endorsed to state that indemnity obligations specified in this Lease are insured by the carrier.

**Section 9.05 Errors and Omissions.** Tenant shall obtain and maintain or cause to be obtained and maintained Professional Errors and Omissions Insurance covering all architects, engineers, specialists, and consultants. Coverages shall be specific for this project and not aggregated with insurance for other undertakings of the insureds.

**Section 9.06 Umbrella.** Tenant shall obtain and maintain an additional umbrella or all-risk coverage in an amount of Two Million Dollars (\$2,000,000) for any one occurrence and Two Million Dollars (\$2,000,000) in the aggregate, which shall include all insured coverages required by this ARTICLE IX. The policy limits shall be reviewed every One (1) year from the Commencement Date.

**Section 9.07 Insurance Requirements for Subtenants and Contractors.** Tenant also shall require the Persons described below to carry the following insurance:

- (a) Tenant shall require all of its Subtenants to:
  - (i) maintain customary insurance required of tenants in similar properties (which insurance, as to any tenant serving liquor, shall include liquor law sales and dram shop coverage);
  - (ii) include Landlord and Tenant as additional insureds on their commercial general liability policies (or equivalent policies);
  - (iii) obtain a waiver of subrogation endorsement in all policies in favor of Landlord and Tenant; and
  - (iv) include any Fee Mortgagee as: (A) a loss payee or mortgagee on each Subtenant's property damage insurance policy under a standard mortgagee clause; and (B) an additional insured on each Subtenant's liability insurance policies.
- (b) Tenant shall require all of its Subtenants' contractors, subcontractors, design-builders, construction managers, consultants, and other entities providing services, materials or labor to all or any portion of the Premises to:
  - (i) include Landlord and Tenant as additional insureds in their commercial general liability policies; and
  - (ii) obtain a waiver of subrogation endorsement in all policies in favor of Landlord and Tenant.

The policy limits set forth above shall be adjusted every One (1) years from the Commencement Date. Each of the required coverages, excluding the professional liability insurance, fidelity insurance, and automobile liability insurance, shall contain a waiver of subrogation endorsement, in favor of Landlord and Tenant.

## ARTICLE X INDEMNIFICATION

**Section 10.01 Tenant Indemnification.** Regardless of the amount or types of insurance coverage provided by Tenant hereunder, without waiving its right to sovereign immunity, Tenant shall, to the extent allowed by law, indemnify, save harmless, and defend Landlord promptly and diligently at Tenant's sole expense from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) imposed upon, incurred by, or asserted against Landlord by reason of (a) any accident, occurrence, injury to, or death of persons (including workmen) or loss of or damage to property occurring after the date of this Lease and prior to the expiration or earlier termination of the Term on or about the Premises or any part thereof or the adjoining sidewalks, curbs, vaults and vault space, if any, streets or ways, (b) any use, non-use, or condition of the Premises or any part thereof or the adjoining sidewalks, curbs, vaults or vault space, if any, streets or ways occurring after the date of this Lease and prior to the expiration or earlier termination of the Term, (c) performance of any labor or services or the furnishing of any materials or other property in respect of the Premises or any part thereof occurring after the date of this Lease and prior to the expiration or earlier termination of the Term, or (d) any act or action brought or asserted by any party, including any governmental agency, for anything alleged to have occurred or originated on the Premises, including but not limited to any claim for wrongful discharge of stormwater or any substance that may be alleged to result in harm to the environment; provided, however, Tenant shall not be required to indemnify Landlord with respect to any liability, loss, damages, cost or expense suffered as a result of the negligence or intentional misconduct of Landlord or any of the agents or employees of Landlord nor with respect to any liability, loss, damage, cost or expense to the extent that the same is covered by insurance policies maintained by Landlord (or would have been covered had Landlord maintained the insurance policies Landlord is required to maintain pursuant to the terms of this Lease). In case any action, suit, or proceeding is brought against Landlord by reason of any such occurrence for which Tenant has indemnified Landlord, Tenant, upon Landlord's request, shall, at Tenant's expense, resist and defend such action, suit, or proceeding. The obligations of Tenant under this Paragraph arising by reason of any such occurrence taking place after the date of this Lease and prior to the expiration or earlier termination of the Term of this Lease shall survive any termination of this Lease. The foregoing indemnification shall not serve as a waiver of sovereign immunity by Tenant.

## ARTICLE XI ASSIGNMENT; SUBLEASE

**Section 11.01 Assignment and Transfer.** Tenant shall not have the right, without the consent of Landlord, to enter into any Assignment, or Transfer with a Person (hereinafter called the "**Transferee**"). In all cases, a Transferee shall assume all of Tenant's obligations under this Lease thereafter arising and Landlord shall be provided with a fully executed copy of the assignment and assumption agreement.

### **Section 11.02 Subleases.**

- (a) Tenant shall not have the right, without the consent of Landlord, to enter into any Subleases with any Person for the use permitted by this Lease.

- (b) Each Sublease shall provide that: (i) it is subordinate and subject to this Lease; and (ii) the fixed expiration date thereunder shall not extend beyond the Expiration Date.
- (c) Tenant shall not, without Landlord's consent, amend or modify any Sublease in a manner which would cause such Sublease (as amended or modified) to violate the provisions of this ARTICLE XI and Tenant shall deliver to Landlord, or shall cause to be delivered to Landlord, within thirty (30) Business Days after the full execution and delivery thereof, a true and complete copy of any executed Sublease or any material amendment and modification thereto.

**Section 11.03 Notice.** Tenant shall notify Landlord of any requested Assignment, Transfer or Sublease at least thirty (30) days prior to the proposed effective date or commencement date of the foregoing.

**Section 11.04 Copies to Landlord.** Tenant shall deliver to Landlord, or shall cause to be delivered to Landlord, within thirty (30) Business Days after the effective date of an Assignment or the commencement date of a Sublease: (a) in the case of an Assignment, a fully executed copy of the instrument of assignment and assumption; or (b) in the case of a Sublease, a fully executed copy of the Sublease.

## **ARTICLE XII FEE MORTGAGES**

**Section 12.01 Fee Mortgages.** Landlord may mortgage its fee interest in the Premises. Landlord shall cause all Fee Mortgagees to execute and deliver to Tenant a subordination agreement that is in recordable form and that contains such terms as are reasonably acceptable to Tenant; provided, however, that the foregoing subordination shall not in any way modify, limit, or diminish the rights or remedies of the holder of the mortgage in the event such holder should succeed to the Landlord's interest under this Lease, whether by foreclosure or assignment in lieu thereof, including, without limitation, any rights or remedies available to Landlord under this Lease following (a) the occurrence of an Event of Default by the Tenant under this Lease or by any subtenant under its Sublease, and (b) the expiration of all applicable notice and cure periods, if any, with respect thereto.

## **ARTICLE XIII DEFAULT; REMEDIES**

**Section 13.01 Events of Default.** Each of the following events shall be an event of default ("Event of Default"):

- (a) If Tenant shall fail to observe or perform one or more of the other terms, conditions, covenants, or agreements contained in this Lease, and such failure shall continue for a period of thirty (30) days after notice thereof by Landlord to Tenant specifying such failure unless such failure requires work to be performed, acts to be done, or conditions to be removed which cannot by their nature or because of Unavoidable Delays reasonably be performed, done, or removed, as the case may be, within such thirty (30) day period, in which case no Event of Default shall be deemed to exist as long as Tenant shall have commenced curing the same within such thirty (30) day period and shall, subject to Unavoidable Delays, diligently, continuously, and in good faith prosecute the same to completion.

- (b) If Tenant shall make an assignment for the benefit of creditors.
- (c) The filing of any voluntary petition in bankruptcy by Tenant, or the filing of any involuntary petition by Tenant's creditors, which involuntary petition remains undischarged for a period of Ninety (90) Business Days.
- (d) If Tenant shall abandon the Premises for greater than Twelve (12) months; however, the Tenant shall not be deemed to have abandoned the Premises if the Premises becomes uninhabitable as a result of Landlord's default under this Lease or as a result of a casualty.

Upon the occurrence of an Event of Default, Landlord may, at its option, give notice to Tenant of the termination of this Lease and, upon Ninety (90) days after service of such notice, this Lease, the Term, and the Tenant's estate shall terminate (whether or not the Commencement Date shall have occurred) and shall end with the same force and effect as if that day were the day fixed for the expiration of this Lease. Notwithstanding the foregoing, Tenant shall remain liable for any damages as provided in this Lease.

#### **ARTICLE XIV EXPIRATION OR TERMINATION**

**Section 14.01 Extinguishment of Tenant's Rights.** Upon the termination or expiration of this Lease from any cause, all rights and interests of Tenant, and all persons whomsoever claiming by, through, or under Tenant, shall immediately cease and terminate, and upon receiving approval from the Board, the Premises, all Improvements, and all Personalty located thereon, shall constitute and belong to and be the absolute property of Landlord or Landlord's successors and assigns.

**Section 14.02 Prepaid Items Assigned.** Upon the expiration of the Term of this Lease, or upon the prior termination of this Lease from any cause, and the approval of the Board to relinquish all Personalty and Improvements to Landlord, all expense items prepaid by Tenant with respect to constructing, operating, maintaining, and protecting the Premises, including, but not limited to, prepaid insurance premiums, any tax and utility deposits, shall inure to the benefit of and become the property of Landlord, and to this extent Tenant does hereby transfer, assign, and convey any such prepaid expense items to Landlord.

#### **ARTICLE XV DAMAGE AND DESTRUCTION**

**Section 15.01 Damage and Destruction.** If all or any part of the Premises shall be destroyed or damaged in whole or in part by fire or other casualty (including any casualty for which insurance was not obtained or obtainable) of any kind or nature, ordinary or extraordinary, foreseen or unforeseen, Tenant shall give to Landlord notice thereof within thirty (30) days after such casualty occurs and Tenant shall, at its option, restore the Premises with reasonable promptness regardless of cost, or Tenant may, by notice to Landlord, given within ninety (90) days after such casualty, terminate this Lease effective thirty (30) days after such notice, provided that Tenant removes all debris and grades the site in which event Tenant shall be entitled to retain such insurance proceeds (and provide Landlord with certification from appropriately licensed engineers that everything, including foundations and



underground improvements installed by Tenant, has been removed and that there is no known environmental contamination or other condition that was created during Tenant's tenancy).

## **ARTICLE XVI NOTICES**

**Section 16.01 Notices.** Until a different address is provided in a notice to the other party, all notices, demands or requests made by either party to the other which are required or permitted by the provisions of this Lease shall be in writing and shall be deemed sufficiently given if: (a) delivered by hand (against a signed receipt); (b) mailed by United States certified or registered mail, return receipt requested, postage prepaid; or (c) sent by nationally recognized commercial overnight delivery service at the following address:

Landlord:	William E. Palmer Tall Timbers 13093 Henry Beadel Drive Tallahassee, FL 32312
with a copy to:	Ausley & McMullen, P.A. Attn: Elizabeth D. Barron 123 South Calhoun Street Tallahassee, Florida 32301
Tenant:	Office of Financial Stewardship Real Estate Management 301 South Monroe Street, Suite 202 Tallahassee, FL 32301
with a copy to:	Herb Thiele, Esq. Leon County Attorney's Office 301 South Monroe Street, Suite 202 Tallahassee, FL 32301

Notwithstanding anything contained in this Lease to the contrary, any notice required to be given by Landlord or Tenant hereunder shall be deemed to be effective as of the date such notice is received or refused as reflected on said notice.

## **ARTICLE XVII SUBMISSION OF MATTERS TO LANDLORD FOR APPROVAL**

**Section 17.01 Submission of Matters to Landlord for Approval.** Any matter which must be submitted to and consented to or approved in writing by Landlord or any matter which must be submitted to Landlord which may become effective if not denied by Landlord, as required under this Lease, shall be submitted to Landlord in the manner and to the address of Landlord designated for the giving of notice to Landlord under ARTICLE XVI of this Lease and shall either be approved or rejected by the Landlord within thirty (30) days after receipt unless a shorter period of time is expressly stated

elsewhere in this Lease. If Landlord should fail so to approve or reject within such thirty (30) day period as provided for herein, Landlord's approval shall be deemed rejected. Upon Tenant's written request, Landlord shall inform Tenant in writing of its rejection or approval of such submitted matter in the manner and to the address of Tenant designated for the giving of notice to Tenant under ARTICLE XVI of this Lease. Any review by Landlord of any matter submitted to Landlord is for Landlord's own convenience and purpose only. By undertaking such review, Landlord does not obtain or have any liability to Tenant or any other person, including, without limitation, the insurers and lenders of Tenant.

## **ARTICLE XVIII HOLDING OVER**

**Section 18.01 Holding Over By Tenant.** Tenant shall not use or remain in possession of the Premises after the termination of this Lease. Any holding over, or continued use or occupancy by Tenant after the termination of this Lease, without the written consent of Landlord, shall not constitute a tenant-at-will interest on behalf of Tenant, but Tenant shall become a tenant-at-sufferance and liable for Rent and all other expenses, obligations, and payments in effect for the immediately preceding year of the Term of this Lease. There shall be no renewal whatsoever of this Lease by operation of Law.

## **ARTICLE XIX COMPLIANCE WITH LAWS**

**Section 19.01 Compliance with Laws.** Tenant warrants and agrees that, during the entire Term of this Lease and at its expense: (a) Tenant will conduct Tenant's business and activities on or related to the Premises only in full compliance with all applicable Laws; (b) Tenant will neither do nor permit any act or omission which could cause the Premises and Tenant's use thereof to fail to be in full compliance with all applicable Laws; and (c) Tenant will neither do nor permit any act or omission which could cause any Liabilities to exist or be asserted against Landlord or the Premises. Without limiting the foregoing, Tenant shall promptly cure all violations of Law for which Tenant has received notice, or for which a public notice of violation has been issued, and pay all fines, penalties, interest, or other costs imposed by any Governmental Authorities in connection with any violation or requirement of any Law.

## **ARTICLE XX NO IMPAIRMENT OF LANDLORD'S TITLE**

**Section 20.01 No Impairment of Landlord's Title.** Tenant shall not permit the Premises to be used by any Person at any time or times during the Term of this Lease in such a manner as would impair Landlord's title to or interest in the Premises or in such a manner as would cause a claim or claims of adverse possession, adverse use, prescription, or other similar claims of, in, to, or with respect to the Premises.

## **ARTICLE XXI QUIET ENJOYMENT**

**Section 21.01 Quiet Enjoyment.** Landlord covenants and agrees that, if and so long as Tenant observes and performs each and every covenant, agreement, provision, and condition of this Lease on the part of Tenant to be observed and performed throughout the Term of this Lease, Tenant may

peaceably and quietly enjoy the Premises without interruption or interference by Landlord or any Person acting through Landlord.

## **ARTICLE XXII LIMITATION OF LANDLORD'S LIABILITY**

**Section 22.01 Limitation of Landlord's Liability.** If Landlord sells, assigns, or otherwise transfers (whether by operation of Law or otherwise) all or part of its interests in the Premises or this Lease: (i) Landlord shall be relieved of all obligations and Liabilities of Landlord under this Lease accruing after the effective date of such transfer; and (ii) the transferee shall be deemed to have assumed all of Landlord's obligations and Liabilities under this Lease effective from and after the effective date of the transfer.

## **ARTICLE XXIII MEMORANDUM**

**Section 23.01 Memorandum.** Either Landlord or Tenant shall record a memorandum of this Lease or a memorandum of any amendment or modification of this Lease, provided the memorandum shall not include the financial terms of this Lease or of any amendment or modification of this Lease. Each party shall, upon the request of the other, join in the execution of a memorandum of this Lease or a memorandum of any amendment or modification of this Lease in proper form for recordation together with any transfer tax returns or forms necessary for such recordation. The Landlord shall be responsible for the payment of any recording taxes. Upon the expiration or sooner termination of this Lease, Tenant covenants that it will, at the request of Landlord, execute, acknowledge, and deliver an instrument canceling any memorandum of Lease which is recorded and all other documentation required to record same.

## **ARTICLE XXIV EXTENSION OPTION REQUESTS**

**Section 24.01 Option to Extend.** Provided no Event of Default shall have occurred and be continuing at the time of exercise or at the expiration of the Term or, if applicable, the immediately preceding extension period of the Term, Tenant shall have two (2) options to request an extension of the Term of the Lease, each extension extending the Term for a period of thirty (30) years on the same terms and provisions of this Lease then in effect (each such additional term being referred to as an "**Extension Term**" and each such option being referred to as an "**Extension Option**").

**Section 24.02 Request for Extension.** Tenant must request a Term extension by giving notice to Landlord of Tenant's request for a Term extension not more than ninety (90) days or less than sixty (60) days prior to the expiration of the Lease Term or the then applicable Extension Term (the "**Extension Request Notice**"). Landlord shall then have a period of thirty (30) days following receipt of such Extension Request Notice within which to notify Tenant in writing that Landlord elects (1) to reject the Extension Request Notice, or (2) approve the Extension Request Notice. If Landlord should fail to notify Tenant in writing of such election within said thirty (30) day period, Landlord shall be deemed to have elected option (1) above. Landlord's approval of an Extension Request Notice may be withheld or conditioned on Landlord's sole and absolute discretion.

**Section 24.03 Failure to Exercise.** If Tenant fails to timely deliver an Extension Request Notice to Landlord in the manner set forth above or Landlord elects option (1) of Section 24.02 hereinabove, this Lease shall terminate on the last day of the Lease Term or, if applicable, the last day of the then applicable extension of the Lease Term.

## **ARTICLE XXV MISCELLANEOUS**

**Section 25.01 Landlord and Tenant Representations and Warranties.** Landlord and Tenant each represent and warrant that:

- (a) This Lease has been duly authorized, executed, and delivered by such party and constitutes the legal, valid, and binding obligation of such party.
- (b) There are no actions, suits, or proceedings pending or, to the knowledge of such party, threatened against or affecting such party, at law or at equity or before any Governmental Authority that would impair such party's ability to perform its obligations under this Lease.
- (c) The consummation of the transactions hereby contemplated and the performance of this Lease will not result in any breach or violation of, or constitute a default under, any lease or financing agreement.

Landlord agrees that, if it is not an individual, it shall provide to Tenant, upon Tenant's request, evidence that the execution and delivery of this Lease have been duly authorized by Landlord.

### **Section 25.02 No Waiver; Cumulative Rights of the parties.**

- (a) No failure of Landlord or Tenant to exercise any power given to them hereunder or to insist upon strict compliance by the other party with its undertakings, duties, and obligations hereunder, and no custom or practice of the parties hereto at variance with the provisions hereof shall constitute a waiver of the parties' right to demand exact compliance with the provisions contained in this Lease.
- (b) All rights, powers, and privileges conferred herein upon both parties hereto are cumulative and are in addition to and not in substitution for any other rights and remedies available at law or in equity or otherwise.

**Section 25.03 Provisions Are Binding Upon Successors and Assigns.** It is mutually covenanted, understood, and agreed by and between the parties hereto, that each of the provisions of this Lease shall apply to, extend to, be binding upon, and inure to the benefit or detriment of not only the parties hereto, but also the legal representatives, successors, and assigns of Landlord and Tenant hereto, and shall be deemed and treated as covenants running with the Premises during the term of this Lease. Whenever a reference to the parties hereto is made, such reference shall be deemed to include the legal representatives, successors, and assigns of said party, the same as if in each case expressed.

**Section 25.04 Applicable Law.** This Lease shall be governed, construed, performed, and enforced in accordance with the Laws of the State of Florida.

**Section 25.05 Interpretation and Construction.** This Lease shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. Any captions or headings used in this Lease are for convenience only and do not define or limit the scope of this Lease. The singular of any term, including any defined term, shall include the plural and the plural of any term shall include the singular. Whenever the singular or plural number or masculine or feminine gender is used in this Lease, it shall equally apply to, extend to, and include the other.

**Section 25.06 Severability.** In the event any provision, or any portion of any provision of this Lease is held invalid, the other provisions of this Lease and the remaining portion of said provision, shall not be affected thereby and shall continue in full force and effect.

**Section 25.07 No Agency.** Nothing in this Lease is intended, or shall in any way be construed, so as to create any form of partnership or agency relationship between the parties. The parties hereby expressly disclaim any intention of any kind to create any partnership or agency relationship between themselves. Nothing in this Lease shall be construed to make either party liable for any of the indebtedness of the other, except as specifically provided in this Lease.

**Section 25.08 Entire Agreement.** The making, execution, and delivery of this Lease by Tenant has not been induced by any representations, statements, covenants, or warranties by Landlord except for those contained in this Lease. This Lease constitutes the full, complete, and entire agreement between and among the parties hereto; no agent, employee, officer, representative, or attorney of the parties hereto has authority to make, or has made, any statement, agreement, representation, or contemporaneous agreement, oral or written, in connection herewith modifying, adding to, or changing the provisions of this Lease. No amendment of this Lease shall be binding unless such amendment shall be in writing, signed by both parties hereto and attached to, incorporated in and by reference made a part of this Lease.

**Section 25.09 Counterparts.** This Lease may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**Section 25.10 Brokers.** Landlord represents and warrants to Tenant that it has not engaged the services of or dealt with any broker in connection with this Lease. Tenant represents and warrants to Landlord that it has not engaged the services of or dealt with any broker in connection with this Lease. Each party hereby indemnifies and agrees to defend and hold the other harmless from any and all losses, costs, damages, liabilities, claims, and expenses, including, without limitation, reasonable attorneys' fees, suffered or incurred by the other party in connection with any claim of any broker claiming to have dealt with the party providing the indemnification.

**Section 25.11 Attorney Fees.** In the event of any litigation involving the terms of this Lease or the duties or obligations of Landlord and Tenant, the prevailing party shall be entitled to recover its costs and expenses, including, without limitation, court costs and reasonable attorneys' fees, in connection therewith, whether incurred in negotiation, preparation of documents, at trial or on appeal.

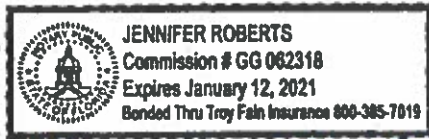
**Section 25.12 Time of Essence.** Time is of the essence of this Lease.

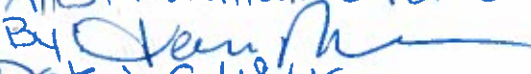
IN WITNESS WHEREOF, Landlord and Tenant have caused this Lease to be duly executed in duplicate counterparts each of which shall be deemed to be an original, the day and year first above written.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:

  
Name: Neil Fleckenstein

  
Name: Crystal Rice



Attest: William E. Pamer  
By   
Date: 9/18/19

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

BY: \_\_\_\_\_  
Name: \_\_\_\_\_

TALL TIMBERS RESEARCH, INC.

By:   
Print Name: William E. Pamer  
Title: President/CEO  
Date: 9/17/2019

LEON COUNTY, FLORIDA

By \_\_\_\_\_  
Vincent S. Long  
County Administrator

Date: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.

**EXHIBIT A**

**LEGAL DESCRIPTION**

A PORTION OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1756, PAGE 1056 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, SAID LANDS LYING IN SECTION 17, TOWNSHIP 3 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF SAID SECTION 17; THENCE SOUTH 00 34' 51" EAST, 268.76 FEET TO A FOUND CONCRETE MONUMENT (#3562) MARKING THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY OF COUNTY ROAD 12 (100' R/W) AND THE WEST RIGHT-OF-WAY OF BEADEL ROAD (66' R/W); THENCE WESTERLY ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE AND A CIRCULAR CURVE CONCAVE SOUTHERLY, HAVING A RADIUS OF 1587.25 FEET THROUGH A CENTRAL ANGLE OF 14 20' 37" FOR AN ARC DISTANCE OF 397.36 FEET; SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 73 24' 32" WEST, 396.32 FEET TO A POINT OF TANGENCY AND A FOUND CONCRETE MONUMENT (#3562); THENCE NORTH 80 34' 51" WEST ALONG SAID SOUTHERLY RIGHT-OF-WAY 607.71 FEET TO A FOUND IRON ROD AND CAP (#3562) AND A POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE SOUTH, THENCE RUN WEST ALONG THE ARC SAID CURVE AND AFORESAID SOUTHERLY RIGHT-OF-WAY LINE HAVING A RADIUS OF 2814.93 FEET, THROUGH A CENTRAL ANGLE OF 14 11' 25" FOR AN ARC DISTANCE OF 697.17 FEET; SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 87 40' 33" WEST, 695.39 FEET TO THE **POINT OF BEGINNING**. THENCE LEAVING SAID RIGHT-OF-WAY BOUNDARY OF COUNTY ROAD 12, RUN SOUTH 13 51' 27" EAST, 199.09 FEET; THENCE SOUTH 78 17' 31" WEST, 329.51 FEET; THENCE NORTH 06 43' 22" WEST, 224.45 FEET TO THE SAID SOUTHERLY RIGHT-OF-WAY BOUNDARY OF COUNTY ROAD 12; THENCE EASTERLY ALONG SAID SOUTHERLY RIGHT-OF-WAY BOUNDARY NORTH 82 13' 05" EAST, 155.66 FEET TO A FOUND CONCRETE MONUMENT (#3562) MARKING THE POINT OF CURVATURE OF A CIRCULAR CURVE CONCAVE TO THE SOUTH, HAVING A RADIUS OF 2814.93 FEET, THROUGH A CENTRAL ANGLE OF 03 00' 39" FOR AN ARC DISTANCE OF 147.92 FEET; SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 83 43' 25" EAST, 147.90 FEET TO THE **POINT OF BEGINNING**. CONTAINING 67,216 SQUARE FEET (1.54 ACRES), MORE OR LESS.

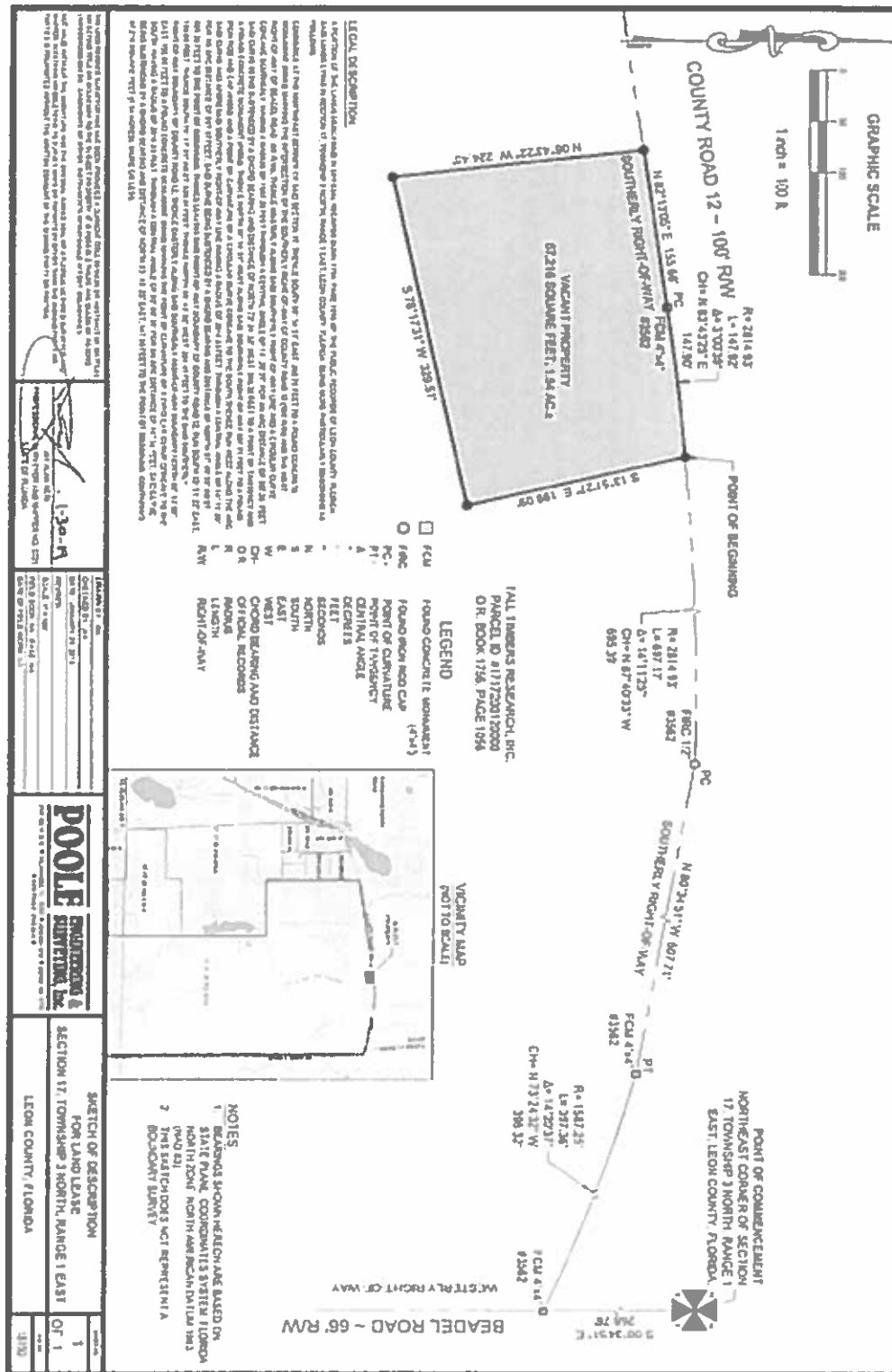


Exhibit A 2 of 2





## Exhibit C



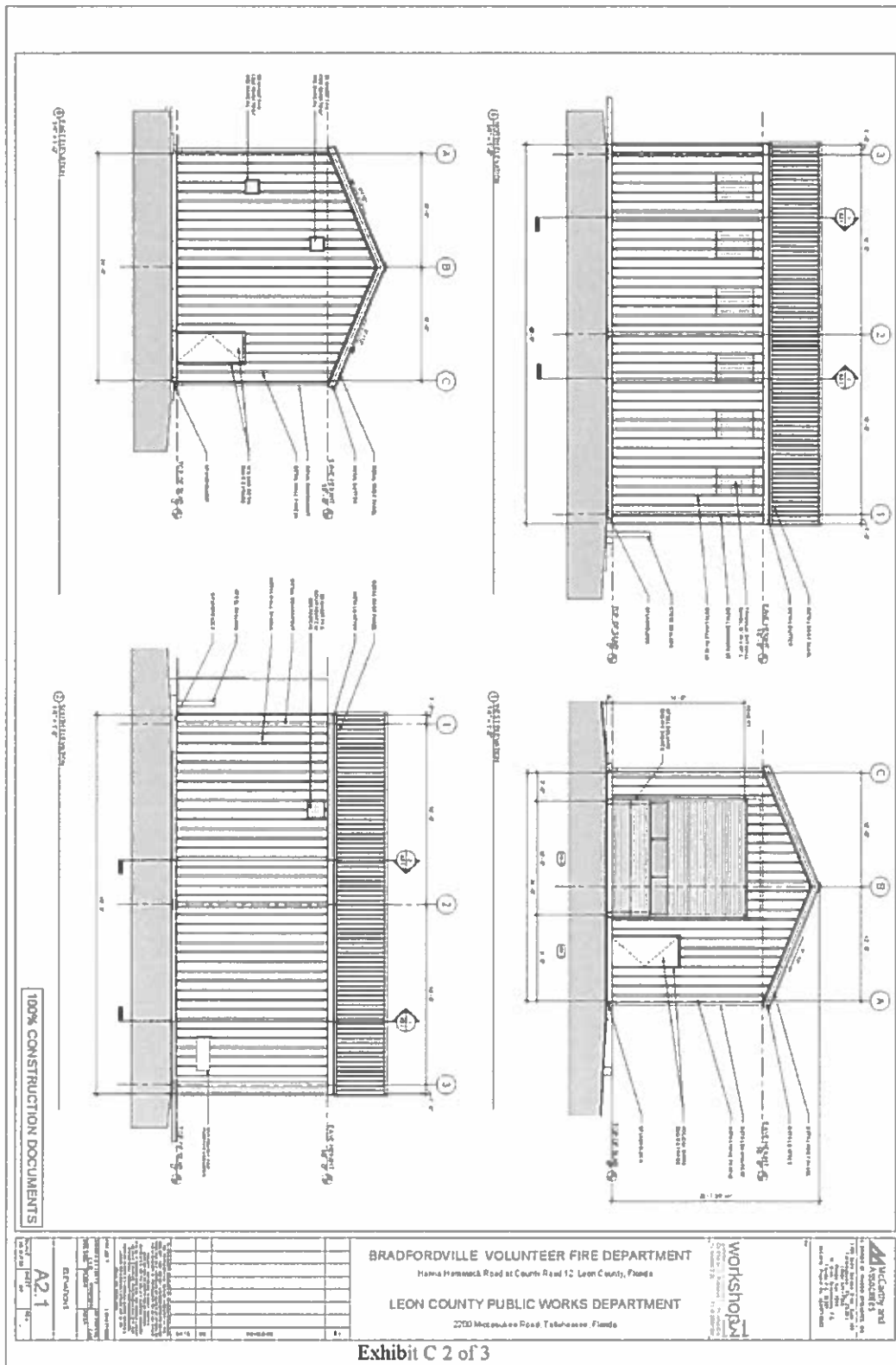
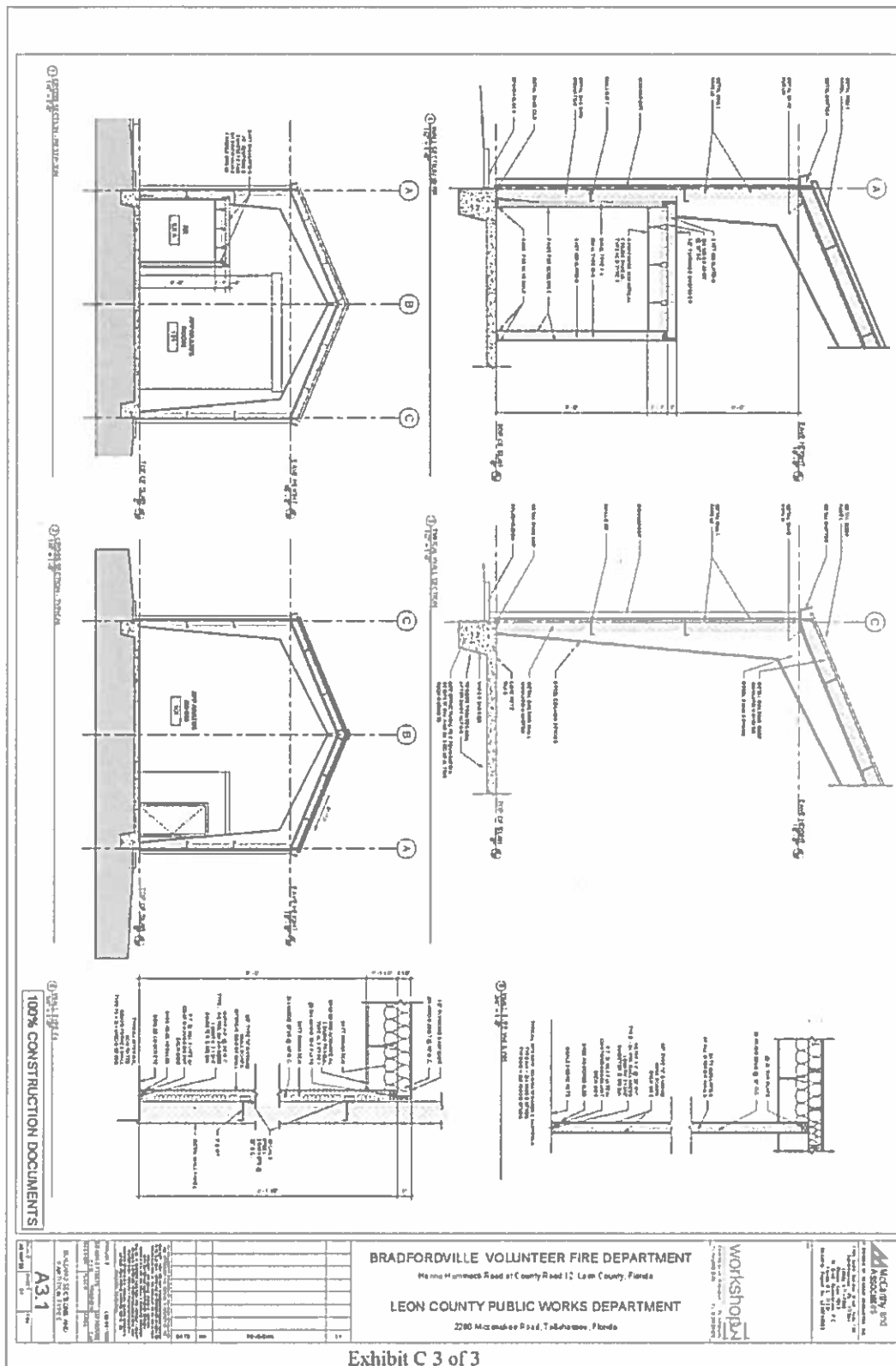
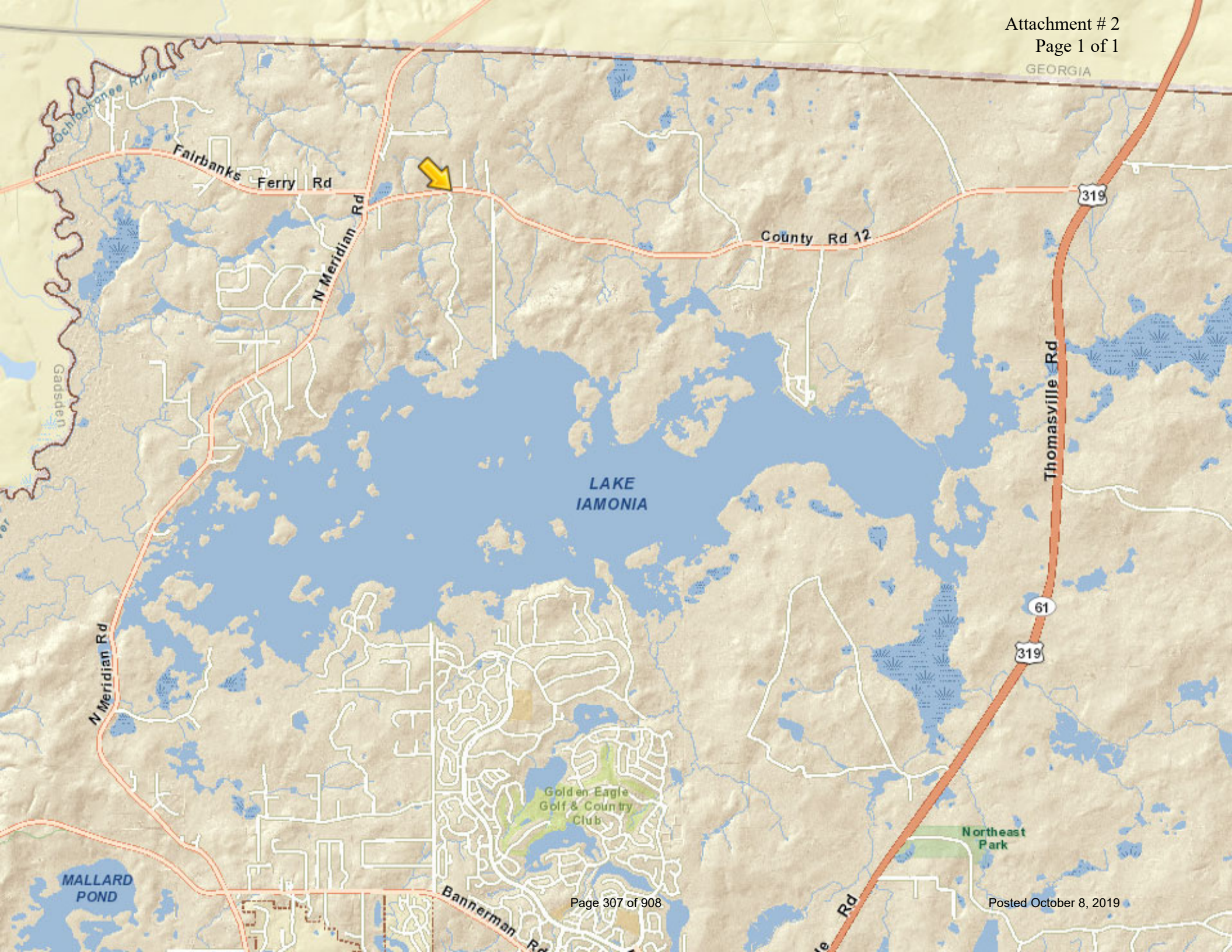


Exhibit C 2 of 3







**Leon County  
Board of County Commissioners  
Notes for Agenda Item #9**

# Leon County Board of County Commissioners

## Agenda Item #9

October 15, 2019

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

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

**Title:** Florida Department of Health Emergency Medical Services County Grant

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
<b>Lead Staff/ Project Team:</b>	Timothy Carlson, Financial Compliance Manager

### **Statement of Issue:**

This agenda item seeks Board acceptance of the Florida Department of Health Emergency Medical Services County Grant in the amount of \$27,832 to be used solely to improve and expand patient care, specifically the purchase of ambulance medical equipment. The state grant program requires the Board to annually approve a resolution declaring the funding will be used for these purposes.

### **Fiscal Impact:**

This item has a fiscal impact. Funding is associated with a grant in the amount of \$27,832, which is contemplated in the FY 2020 budget.

### **Staff Recommendations:**

- Option # 1: Accept the Florida Department of Health Emergency Medical Services County Grant in the Amount of \$27,832 and authorize the County Administrator to execute all documents related to the grant project.
- Option # 2: Approve the associated Resolution in support of the Grant (Attachment #1).



## **Report and Discussion**

### **Background:**

The acceptance of the Florida Department of Health Emergency Medical Services County Grant would advance the following FY2017-FY2020 Strategic Initiative:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)*

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

- *(Q3) Provide essential public safety infrastructure and services.*

Per Section 401.113 (2)(a), Florida Statutes, the Florida Department of Health annually disperses funds contained in the Emergency Medical Services Trust Fund to each County in Florida. The funds must be used solely to improve and expand prehospital emergency medical services.

### **Analysis:**

On August 19, 2019, the County was notified by the Department of Health that this year's Emergency Medical Services County Grant funding for Leon County is \$27,832 (Attachment #2). This grant funding is contemplated in the FY 2020 budget to be used for the acquisition of EMS equipment. A Board approved Resolution certifying that the grant funds will be used to improve and expand prehospital emergency medical services and will not be used to supplant existing County EMS budget allocations (Attachment #1), is required as part of the grant acceptance process.

### **Options:**

1. Accept the Florida Department of Health's Emergency Medical Services County Grant in the Amount of \$27,832 and authorize the County Administrator to execute all documents related to the grant project.
2. Approve the associated Resolution in support of the Grant (Attachment #1).
3. Do not accept the Florida Department of Health County Emergency Medical Services Entitlement Grant.
4. Board direction.

### **Recommendations:**

Options #1 and 2

### **Attachments:**

1. Associated Resolution
2. Grant Award Notification and Distribution List



RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Board of County Commissioners of Leon County, Florida proposes to submit a EMS County Grant Application to the Florida Department of Health; and,

WHEREAS, the Board of County Commissioners desires to improve the pre-hospital EMS system in order to better serve the public.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby certifies that the proposed use of EMS grant funds will improve and expand the County pre-hospital EMS system and will not be used to supplant current levels of County expenditures.

Adopted this 15<sup>th</sup> day of October, 2019

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

**From:** Chad Abrams  
**Sent:** Monday, August 19, 2019 5:17 PM  
**To:** Timothy Carlson  
**Subject:** FW: New County Grant Funds  
**Attachments:** webcountyapp2019.doc; WebAmountsofFunds.docx

Chad Abrams

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**From:** Van Lewen, Alan <[Alan.VanLewen@flhealth.gov](mailto:Alan.VanLewen@flhealth.gov)>  
**Sent:** Monday, August 19, 2019 9:24 AM  
**Subject:** FW: New County Grant Funds

Your 2019-2020 state emergency medical services (EMS) county grant can now be applied for, and for your convenience I have attached the application forms to use. Please use these forms and not previous year forms because there have been some recent changes in a financial code and other aspects.

It is okay to apply for the new grant even while your previous award is active. When your previous grant ends you can then request spending authority for any remaining balance including interest, under the new grant.

Your budget must total the amount of this year's grant. I have attached a list of the amounts this year for all counties. Use the amount in the total column.

This grant opportunity is on the state EMS website, the internet address for which is the last line of my signature block, but when you get to that location you will need to scroll down to access the segment for these "county" grants.

We would appreciate the opportunity to provide the 2019-2020 county EMS grant funds to you.

---

***Alan Van Lewen***

Health Services and Facilities Consultant  
Florida Department of Health  
4052 Bald Cypress Way, Mail Bin A-22  
Tallahassee, FL 32399-1722  
E-Mail: [Alan.VanLewen@flhealth.gov](mailto:Alan.VanLewen@flhealth.gov) Telephone: (850) 558-9550

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DOH Mission: To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your email communications may therefore be subject to disclosure (section 668.6076, *Florida Statutes*).

State EMS Grants. Please refer to the following website for current information.  
<http://www.floridahealth.gov/provider-and-partner-resources/ems-grants/index.html>



<b>2019-2020 County Government Payments Required by 401.113, (2) (a), Florida Statutes<sup>(d)</sup></b>			
<b>County</b>	<b>Total Award 2019-2020</b>	<b>New Funds</b>	<b>Funds Not Prev. Paid</b>
Alachua	\$32,501.00	\$32,501.00	
Baker	\$5,004.00	\$5,004.00	
Bay	\$18,317.00	\$18,317.00	
Bradford	\$19,703.00	\$19,703.00	
Brevard	\$45,701.00	\$45,701.00	
Broward	\$116,412.00	\$116,412.00	
Calhoun(a)	\$1,467.00	\$573.00	\$894.00
Charlotte	\$18,619.00	\$18,619.00	
Citrus	\$14,832.00	\$14,832.00	
Clay	\$19,797.00	\$19,797.00	
Collier	\$63,560.00	\$63,560.00	
Columbia	\$10,053.00	\$10,053.00	
Desoto	\$4,972.00	\$4,972.00	
Dixie(b)	\$3,799.00	\$1,250.00	\$2,549.00
Duval	\$93,652.00	\$93,652.00	
Escambia	\$33,504.00	\$33,504.00	
Flagler(a)	\$17,266.00	\$9,210.00	\$8,056.00
Franklin	\$843.00	\$843.00	
Gadsden	\$5,602.00	\$5,602.00	
Gilchrist	\$1,201.00	\$1,201.00	
Glades	\$8,884.00	\$8,884.00	
Gulf	\$4,929.00	\$4,929.00	
Hamilton	\$4,036.00	\$4,036.00	
Hardee	\$6,161.00	\$6,161.00	
Hendry	\$8,610.00	\$8,610.00	
Hernando	\$21,824.00	\$21,824.00	
Highlands	\$14,976.00	\$14,976.00	
Hillsborough	\$107,579.00	\$107,579.00	
Holmes(a)	\$5,706.00	\$2,829.00	\$2,877.00
Indian River	\$16,456.00	\$16,456.00	
Jackson	\$9,936.00	\$9,936.00	
Jefferson	\$5,472.00	\$5,472.00	
Lafayette(c)	\$2,451.00	\$584.00	\$1,867.00
Lake	\$33,556.00	\$33,556.00	
Lee	\$88,398.00	\$88,398.00	

<b>2019-2020 County Government Payments Required by 401.113, (2) (a), Florida Statutes<sup>(d)</sup></b>			
<b>County</b>	<b>Total Award 2019-2020</b>	<b>New Funds</b>	<b>Funds Not Prev. Paid</b>
Leon	\$27,832.00	\$27,832.00	
Levy	\$4,064.00	\$4,064.00	
Liberty	\$1,335.00	\$1,335.00	
Madison	\$8,313.00	\$8,313.00	
Manatee	\$35,176.00	\$35,176.00	
Marion	\$31,262.00	\$31,262.00	
Martin	\$23,160.00	\$23,160.00	
Miami Dade	\$110,426.00	\$110,426.00	
Monroe	\$20,377.00	\$20,377.00	
Nassau	\$8,183.00	\$8,183.00	
Okaloosa	\$19,192.00	\$19,192.00	
Okeechobee(a)	\$8,092.00	\$4,938.00	\$3,154.00
Orange	\$190,416.00	\$190,416.00	
Osceola	\$67,034.00	\$67,034.00	
Palm Beach	\$155,993.00	\$155,993.00	
Pasco	\$46,306.00	\$46,306.00	
Pinellas	\$139,776.00	\$139,776.00	
Polk	\$112,172.00	\$112,172.00	
Putnam	\$10,142.00	\$10,142.00	
St. Johns	\$21,268.00	\$21,268.00	
St. Lucie	\$46,239.00	\$46,239.00	
Santa Rosa	\$20,987.00	\$20,987.00	
Sarasota	\$40,411.00	\$40,411.00	
Seminole	\$70,996.00	\$70,996.00	
Sumter	\$18,724.00	\$18,724.00	
Suwannee	\$5,099.00	\$5,099.00	
Taylor	\$2,376.00	\$2,376.00	
Union	\$716.00	\$716.00	
Volusia	\$52,309.00	\$52,309.00	
Wakulla	\$2,769.00	\$2,769.00	
Walton	\$5,059.00	\$5,059.00	
Washington(a)	\$4,001.00	\$1,820.00	\$2,181.00
<b>Column Totals=</b>	<b>\$2,175,984.00</b>	<b>\$2,154,406.00</b>	<b>\$21,578.00</b>

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #10**

# Leon County Board of County Commissioners

## Agenda Item #10

October 15, 2019

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

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



**Title:** Interlocal Agreement Memorializing the Communication System Between Public Safety Answering Points and First Responder Agencies

---

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Chad Abrams, Chief, Emergency Medical Services

### **Statement of Issue:**

This agenda item seeks Board approval of an Interlocal Agreement between the Leon County Sheriff, the City of Tallahassee, Florida State University Police Department, Florida A&M University Police Department, Tallahassee Community College Police Department and the County to memorialize the current protocols for communication between public safety answering points and first responder agencies during a public safety emergency.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option # 1: Approve the Interlocal Agreement memorializing the current protocols for communications between public safety answering points and first responder agencies during a public safety emergency (Attachment #1) and authorize the County Administrator to execute.

## **Report and Discussion**

### **Background:**

This item seeks Board approval of an Interlocal Agreement between the Leon County Sheriff, the City of Tallahassee, Florida State University (FSU) Police Department, Florida A&M University (FAMU) Police Department, Tallahassee Community College (TCC) Police Department and the County to memorialize the current protocols for communications between public safety answering points (PSAP) and first responder agencies during a public safety emergency (Attachment #1). During the past legislative session, the Legislature approved House Bill 411 which requires each County Sheriff to facilitate an Interlocal Agreement between all first responder agencies within the county which provides for inter-agency communications. The Sheriff has concluded that FAMU, FSU, and TCC police departments are primary first responder agencies and therefore must be parties to the agreement required under the Statutes. The Interlocal Agreements related to the CDA and the 800 MHz radio system between the Sheriff, City and County are unaffected by this proposed Interlocal Agreement.

The City, County and Sheriff have a long history of collaboration with receiving 9-1-1 calls, PSAP operations and first responder radio communications. PSAPs are a 9-1-1 call center that receives and processes 9-1-1 emergency calls. The creation of the Consolidated Dispatch Agency (CDA) combined the separate PSAPs located at the Sheriff's Office and Tallahassee Police Department into one primary PSAP that receives and processes all 9-1-1 calls originating from anywhere within the County. The creation of the CDA resulted in a streamlined system where the first person a citizen calling 9-1-1 talks to, provides assistance without transferring them to another PSAP. This consolidated approach expedites the conveyance of important information to first responders and improves first responder response times. The CDA has been operational since 2013.

In 1999, the City, County and Sheriff entered into the 800 MHz Radio System Interlocal Agreement that established a single interoperable radio system for first responder agencies. In addition, the 800 MHz Agreement allows for the use of the system by FSU, FAMU and TCC police departments through a leasing arrangement. All the public safety agencies, including the campus police departments, and the CDA have the capability for inter-agency communications through the current 800 MHz Radio System.

The Marjory Stoneman Douglas High School (MSDHS) Public Safety Commission recommended that counties be required to develop and implement communication systems that allow direct radio communication between PSAPs and first responders. In response to this recommendation, the Legislature passed House Bill 411 which created Section 365.179, Florida Statutes (Attachment #2). The statute requires each County Sheriff to facilitate an Interlocal Agreement between all first responder agencies within the county which provides for inter-agency communications.

The impetus of the recommendation of the MSDHS Public Safety Commission and the subsequent requirements found in the statute revolve around counties where there are multiple PSAPs answering 9-1-1 calls and where first responder agencies are on divergent radio systems. The MSDHS Commission found that 9-1-1 calls related to the MSDHS shooting were received by

PSAPs not having primary jurisdiction of the incident, requiring the transfer of 9-1-1 calls that resulted in an “information void adversely affecting” the response. In addition, the MSDHS Commission noted that first response agencies operated on radio systems that did not allow for inter-agency communications which further complicated the response. This is not an issue in Leon County because of the creation of the CDA and due to the jointly owned and operated 800 MHz radio system. The overall findings of the MSDHS Commission related to PSAP, first responder radio communications and shared computer aided dispatch systems confirms the importance of the creation of the CDA and the 800 MHz radio system.

**Analysis:**

The County, City and Sheriff currently have Interlocal Agreements in place related to PSAP operations and the radio communications of the Leon County Sheriff’s Office, the City of Tallahassee Fire Department, the Tallahassee Police Department and the County’s Emergency Medical Services. Section 365.179, Florida Statutes, requires the Sheriff to facilitate the development and execution of written interlocal agreements between all primary first responder agencies within the county. The Sheriff has concluded that FAMU, FSU, and TCC police departments are primary first responder agencies and therefore must be parties to the agreement required under the Statutes. The proposed Interlocal Agreement largely memorializes the protocols of the communications system currently in place between the PSAP and first responder agencies.

The Interlocal Agreements related to the CDA and the 800 MHz radio system between the Sheriff, City and County are unaffected by this Interlocal Agreement.

Staff recommends that the Board approve the Interlocal Agreement.

**Options:**

1. Approve the Interlocal Agreement memorializing the current protocols for communications between public safety answering points and first responder agencies during a public safety emergency (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the Interlocal Agreement memorializing the current protocols for communications between public safety answering points and first responder agencies during a public safety emergency.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Interlocal Agreement
2. House Bill 411



**AN INTERLOCAL AGREEMENT  
BETWEEN LEON COUNTY FIRST RESPONDER AGENCIES**

**WHEREAS**, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969”, authorizes local governments to make the most efficient use of their powers enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population, and other factors influencing the needs and development of local communities; and

**WHEREAS**, Part 1 of Chapter 163 of the Florida Statutes permits public agencies as defined herein to enter into interlocal agreements with each other to exercise jointly any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

**WHEREAS**, the Marjory Stoneman Douglas High School Public Safety Commission recommended that counties be required to develop and implement communication systems that allow direct radio communication between public safety answering points (PSAPs) and first responders outside the PSAPs normal service area to provide for more efficient dispatch of first responders; and

**WHEREAS**, in response to the Commission’s recommendations, the Florida Legislature created Section 365.179, Florida Statutes (“Direct radio communication between 9-1-1 public safety answering points and first responders); and

**WHEREAS**, section 365.179, Florida statutes requires each County Sheriff to facilitate an interlocal agreement between all first responder agencies (“AGENCY” or collectively “AGENCIES” or “PARTIES”) within the county which provides for inter-agency communications as required under this law;

**NOW, THEREFORE**, in consideration of the foregoing, the AGENCIES agree as follows:

**Article 1. Purpose**

This agreement sets forth the protocols under which a PSAP will directly provide notice by radio of a public safety emergency to the on-duty personnel of a first responder agency for which the PSAP does not provide primary dispatch functions.

**Article 2. Definitions**

- A. “9-1-1 public safety answering point” or “PSAP” means a municipal or county emergency communications or 911 call center in this state that receives cellular, landline, or text-to-911 communications.
- B. “First responder agency” includes each law enforcement agency and fire service agency, other than a state agency, and each emergency medical services provider, that is designated as a primary first responder for the service area in which a 911 public safety answering point receives 911 calls. See list of Leon County First Responder Agencies, Exhibit A.
- C. “Public Safety Emergency” or “event” for purposes of this Interlocal Agreement includes, but is not limited to, an incident where a person or persons is or are actively engaging in causing death

or serious bodily injury to multiple victims. This may be the result of an active shooter and/or other hostile event where the potential for death or serious bodily injury is imminent and/or occurring.

**Article 3. Each AGENCY agrees that:**

- A. Each PSAP will directly provide notice by radio of a public safety emergency to the on-duty personnel of an AGENCY for which the PSAP does not provide primary dispatch functions as follows:
1. Each PSAP shall have the ability to have direct radio contact with all primary first responder agencies and their dispatchers for whom the PSAP can reasonably receive 9-1-1 communications.
  2. Upon the occurrence of a public safety emergency, if the primary PSAP with jurisdiction has not yet dispatched the emergency, the PSAP receiving the emergency from 9-1-1 shall, upon supervisor approval, immediately broadcast all 9-1-1 communications or public safety information regarding the emergency over the primary talk group/dispatch channel designated for such communications to the first responders and dispatchers with jurisdiction over the service area where the event is occurring.
  3. Notwithstanding, once the emergency has been dispatched by the primary PSAP with jurisdiction, PSAPs outside the service area of the event will transfer additional 9-1-1 calls to the primary PSAP.
- B. Training shall be provided to all applicable agency personnel regarding the procedures and protocols set forth in this Agreement. Such training shall also include radio functionality and how to readily access the necessary dispatch channel. Each AGENCY, and/or PSAP, shall be responsible for training their respective personnel.

**Article 4. Effective Date and Term of Agreement**

This Agreement shall take effect upon execution and approval by the hereinafter names AGENCIES and shall continue in full force and effect until January 1, 2025, unless otherwise extended upon the written agreement of each AGENCY.

**Article 5. Liability**

Each AGENCY shall be liable for its own actions and negligence and agrees to assume responsibility for the acts, omissions, and conduct of such AGENCY's employees, subject to the provisions of Section 768.28, Florida Statutes, where applicable. The foregoing shall not constitute a waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes, or of any defense available to any AGENCY. Nothing herein shall be construed as consent by an AGENCY to be sued by third parties in any manner, whether arising out of this Agreement or any other agreement.

**Article 6. Non-Discrimination**

The PARTIES shall not discriminate on the basis of race, age, religion, color, gender, national origin, marital status, disability, or sexual orientation.

#### **Article 7. Relationship of the Parties**

Except as set forth herein, no party to this Agreement shall have any responsibility whatsoever with respect to services provided or contractual obligations of any other party and nothing in this Agreement shall be deemed to constitute any party a partner, agent, or local representative of any other party or to create any type of fiduciary relationship of any kind whatsoever between the PARTIES.

#### **Article 8. Delegation of Duty**

Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of any AGENCY.

#### **Article 9. No Third Party Beneficiaries**

This Agreement and the provisions hereof are for the exclusive benefit of the PARTIES hereto and their affiliates and not for the benefit of any third person, nor shall this Agreement be deemed to confer or to have conferred any rights, express or implied, upon any other third person.

#### **Article 10. Severability**

The invalidity or unenforceability of any provision or clause hereof shall in no way effect the validity or enforceability of any other clause or provision hereof.

#### **Article 11. Amendments to this Agreement**

Any amendments to this Agreement shall be by written instrument executed by all AGENCIES.

#### **Article 12. Assignment: Binding Agreement**

This Agreement and the duties and obligations hereunder may not be transferred or assigned by any of the PARTIES. This Agreement shall be binding upon and inure to the benefit of the PARTIES hereto and their respective successors.

#### **Article 13. Governing Law and Venue**

This Agreement shall be construed in accordance with the laws of the State of Florida. Venue shall lie in Leon County, Florida.

#### **Article 14. Entirety of Contractual Agreement**

The AGENCIES agree that this Agreement sets forth the entire Agreement between the PARTIES, and that there are no promises or understandings other than those stated herein.

**IN WITNESS WHEREOF**, the AGENCIES hereto have caused this interlocal Agreement to be executed for the uses and purposes set forth herein.

**For the Leon County Sheriff's Office:**

_____	_____
(signature)	(date signed)
Walt McNeil	
Sheriff of Leon County	

**For the Tallahassee Police Department and Tallahassee Fire Department:**

_____	_____
(signature)	(date signed)
Reese Goad	
City Manager	

**For Leon County Emergency Medical Services:**

_____	_____
(signature)	(date signed)
Vincent S. Long	
County Administrator	

**For the Florida State University Police Department:**

_____	_____
(signature)	(date signed)

**For the Florida A&M University Police Department:**

_____	_____
(signature)	(date signed)

**For the Tallahassee Community College Police Department:**

_____	_____
(signature)	(date signed)

**EXHIBIT A**  
**FIRST RESPONDER AGENCIES**

**Law Enforcement Agencies**

Leon County Sheriff's Office  
Tallahassee Police Department  
Florida State University Police Department  
Florida A&M University Police Department  
Tallahassee Community College Police Department

**Fire Service Agency**

Tallahassee Fire Department

**Emergency Medical Services Provider**

Leon County Emergency Medical Services

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1  
2       An act relating to E911 systems; amending s. 365.172,  
3       F.S.; revising applicability of definitions; requiring  
4       counties to develop a plan for implementing a text-to-  
5       911 system and implement a system by a specified date;  
6       creating s. 365.177, F.S.; requiring the Technology  
7       Program within the Department of Management Services  
8       to develop a plan to upgrade 911 public safety answer  
9       points to allow the transfer of emergency calls from  
10      one E911 system to another one in the state; providing  
11      duties relating to the development of such plan;  
12      creating s. 365.179, F.S.; defining the terms "first  
13      responder agency" and "911 public safety answering  
14      point"; requiring each sheriff, in collaboration with  
15      certain first responder agencies, to enter into  
16      specified written agreements; requiring each agreement  
17      to require a PSAP to be able to directly communicate  
18      with first responder agencies; requiring each PSAP to  
19      be able to broadcast certain emergency communications  
20      and public safety information; requiring law  
21      enforcement agency heads to authorize the installation  
22      of its dispatch channels on certain other law  
23      enforcement agency radios, upon request; providing an  
24      exception; requiring each county sheriff to certify  
25      compliance in writing with the Department of Law

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26           Enforcement by a specified date; providing a  
27           declaration of important state interest; providing an  
28           effective date.

30   Be It Enacted by the Legislature of the State of Florida:

31  
32           Section 1. Subsection (15) section 365.172, Florida  
33   Statutes, is renumbered as subsection (16), subsection (3) is  
34   amended, and a new subsection (15) is added to that section, to  
35   read:

36           365.172 Emergency communications number "E911."—

37           (3) DEFINITIONS.—Only as used in this section and ss.  
38   365.171, 365.173, ~~and~~ 365.174, and 365.176, the term:

39           (a) "Authorized expenditures" means expenditures of the  
40   fee, as specified in subsection (10).

41           (b) "Automatic location identification" means the  
42   capability of the E911 service which enables the automatic  
43   display of information that defines the approximate geographic  
44   location of the wireless telephone, or the location of the  
45   address of the wireline telephone, used to place a 911 call.

46           (c) "Automatic number identification" means the capability  
47   of the E911 service which enables the automatic display of the  
48   service number used to place a 911 call.

49           (d) "Board" or "E911 Board" means the board of directors  
50   of the E911 Board established in subsection (5).

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51           (e) "Building permit review" means a review for compliance  
52 with building construction standards adopted by the local  
53 government under chapter 553 and does not include a review for  
54 compliance with land development regulations.

55           (f) "Collocation" means the situation when a second or  
56 subsequent wireless provider uses an existing structure to  
57 locate a second or subsequent antennae. The term includes the  
58 ground, platform, or roof installation of equipment enclosures,  
59 cabinets, or buildings, and cables, brackets, and other  
60 equipment associated with the location and operation of the  
61 antennae.

62           (g) "Designed service" means the configuration and manner  
63 of deployment of service the wireless provider has designed for  
64 an area as part of its network.

65           (h) "Enhanced 911" or "E911" means an enhanced 911 system  
66 or enhanced 911 service that is an emergency telephone system or  
67 service that provides a subscriber with 911 service and, in  
68 addition, directs 911 calls to appropriate public safety  
69 answering points by selective routing based on the geographical  
70 location from which the call originated, or as otherwise  
71 provided in the state plan under s. 365.171, and that provides  
72 for automatic number identification and automatic location-  
73 identification features. E911 service provided by a wireless  
74 provider means E911 as defined in the order.

75           (i) "Existing structure" means a structure that exists at

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76 | the time an application for permission to place antennae on a  
77 | structure is filed with a local government. The term includes  
78 | any structure that can structurally support the attachment of  
79 | antennae in compliance with applicable codes.

80 |       (j) "Fee" means the E911 fee authorized and imposed under  
81 | subsections (8) and (9).

82 |       (k) "Fund" means the Emergency Communications Number E911  
83 | System Fund established in s. 365.173 and maintained under this  
84 | section for the purpose of recovering the costs associated with  
85 | providing 911 service or E911 service, including the costs of  
86 | implementing the order. The fund shall be segregated into  
87 | wireless, prepaid wireless, and nonwireless categories.

88 |       (l) "Historic building, structure, site, object, or  
89 | district" means any building, structure, site, object, or  
90 | district that has been officially designated as a historic  
91 | building, historic structure, historic site, historic object, or  
92 | historic district through a federal, state, or local designation  
93 | program.

94 |       (m) "Land development regulations" means any ordinance  
95 | enacted by a local government for the regulation of any aspect  
96 | of development, including an ordinance governing zoning,  
97 | subdivisions, landscaping, tree protection, or signs, the local  
98 | government's comprehensive plan, or any other ordinance  
99 | concerning any aspect of the development of land. The term does  
100 | not include any building construction standard adopted under and

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in compliance with chapter 553.

(n) "Local exchange carrier" means a "competitive local exchange telecommunications company" or a "local exchange telecommunications company" as defined in s. 364.02.

(o) "Local government" means any municipality, county, or political subdivision or agency of a municipality, county, or political subdivision.

(p) "Medium county" means any county that has a population of 75,000 or more but less than 750,000.

(q) "Mobile telephone number" or "MTN" means the telephone number assigned to a wireless telephone at the time of initial activation.

(r) "Nonwireless category" means the revenues to the fund received from voice communications services providers other than wireless providers.

(s) "Office" means the Technology Program within the Department of Management Services, as designated by the secretary of the department.

(t) "Order" means:

1. The following orders and rules of the Federal Communications Commission issued in FCC Docket No. 94-102:

a. Order adopted on June 12, 1996, with an effective date of October 1, 1996, the amendments to s. 20.03 and the creation of s. 20.18 of Title 47 of the Code of Federal Regulations adopted by the Federal Communications Commission pursuant to

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such order.

b. Memorandum and Order No. FCC 97-402 adopted on December 23, 1997.

c. Order No. FCC DA 98-2323 adopted on November 13, 1998.

d. Order No. FCC 98-345 adopted December 31, 1998.

2. Orders and rules subsequently adopted by the Federal Communications Commission relating to the provision of 911 services, including Order Number FCC-05-116, adopted May 19, 2005.

(u) "Prepaid wireless category" means all revenues in the fund received through the Department of Revenue from the fee authorized and imposed under subsection (9).

(v) "Prepaid wireless service" means a right to access wireless service that allows a caller to contact and interact with 911 to access the 911 system, which service must be paid for in advance and is sold in predetermined units or dollars, which units or dollars expire on a predetermined schedule or are decremented on a predetermined basis in exchange for the right to access wireless service.

(w) "Public agency" means the state and any municipality, county, municipal corporation, or other governmental entity, public district, or public authority located in whole or in part within this state which provides, or has authority to provide, firefighting, law enforcement, ambulance, medical, or other emergency services.

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(x) "Public safety agency" means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

(y) "Public safety answering point," "PSAP," or "answering point" means the public safety agency that receives incoming 911 requests for assistance and dispatches appropriate public safety agencies to respond to the requests in accordance with the state E911 plan.

(z) "Rural county" means any county that has a population of fewer than 75,000.

(aa) "Service identifier" means the service number, access line, or other unique identifier assigned to a subscriber and established by the Federal Communications Commission for purposes of routing calls whereby the subscriber has access to the E911 system.

(bb) "Tower" means any structure designed primarily to support a wireless provider's antennae.

(cc) "Voice communications services" means two-way voice service, through the use of any technology, which actually provides access to E911 services, and includes communications services, as defined in s. 202.11, which actually provide access to E911 services and which are required to be included in the provision of E911 services pursuant to orders and rules adopted by the Federal Communications Commission. The term includes voice-over-Internet-protocol service. For the purposes of this

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section, the term "voice-over-Internet-protocol service" or "VoIP service" means interconnected VoIP services having the following characteristics:

1. The service enables real-time, two-way voice communications;
2. The service requires a broadband connection from the user's locations;
3. The service requires IP-compatible customer premises equipment; and
4. The service offering allows users generally to receive calls that originate on the public switched telephone network and to terminate calls on the public switched telephone network.

(dd) "Voice communications services provider" or "provider" means any person or entity providing voice communications services, except that the term does not include any person or entity that resells voice communications services and was assessed the fee authorized and imposed under subsection (8) by its resale supplier.

(ee) "Wireless 911 system" or "wireless 911 service" means an emergency telephone system or service that provides a subscriber with the ability to reach an answering point by accessing the digits 911.

(ff) "Wireless category" means the revenues to the fund received from a wireless provider from the fee authorized and imposed under subsection (8).

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(gg) "Wireless communications facility" means any equipment or facility used to provide service and may include, but is not limited to, antennae, towers, equipment enclosures, cabling, antenna brackets, and other such equipment. Placing a wireless communications facility on an existing structure does not cause the existing structure to become a wireless communications facility.

(hh) "Wireless provider" means a person who provides wireless service and:

1. Is subject to the requirements of the order; or
2. Elects to provide wireless 911 service or E911 service in this state.

(ii) "Wireless service" means "commercial mobile radio service" as provided under ss. 3(27) and 332(d) of the Federal Telecommunications Act of 1996, 47 U.S.C. ss. 151 et seq., and the Omnibus Budget Reconciliation Act of 1993, Pub. L. No. 103-66, August 10, 1993, 107 Stat. 312. The term includes service provided by any wireless real-time two-way wire communication device, including radio-telephone communications used in cellular telephone service; personal communications service; or the functional or competitive equivalent of a radio-telephone communications line used in cellular telephone service, a personal communications service, or a network radio access line. The term does not include wireless providers that offer mainly dispatch service in a more localized, noncellular configuration;

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providers offering only data, one-way, or stored-voice services on an interconnected basis; providers of air-to-ground services; or public coast stations.

(15) TEXT-TO-911 SERVICE.—Each county shall develop a countywide implementation plan addressing text-to-911 services and, by January 1, 2022, enact a system to allow text-to-911 services.

Section 2. Section 365.177, Florida Statutes, is created to read:

365.177 Transfer of E911 calls between systems.—

(1) The office shall develop a plan by February 1, 2020, to upgrade 911 public safety answering points within the state to allow the transfer of an emergency call from one local, multijurisdictional, or regional E911 system to another local, multijurisdictional, or regional E911 system in the state. Such transfer should include, voice, text message, image, video, caller identification information, location information, and additional standards-based 911 call information.

(2) In developing the plan, the office shall:

(a) Coordinate with public agencies to identify and resolve any technological or logistical issues.

(b) Identify or establish a system or clearinghouse for maintaining contact information for all E911 systems in the state.

(c) For both a regionally phased and statewide approach,

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251 establish a date, considering any technological, logistical,  
252 financial, or other identified issues, by when all E911 systems  
253 in the state must be able to transfer emergency calls pursuant  
254 to subsection (1).

255       Section 3.   Section 365.179, Florida Statutes, is created  
256 to read:

257       365.179 Direct radio communication between 911 public  
258 safety answering points and first responders.—

259       (1) As used in this section, the term:

260       (a) "First responder agency" includes each law enforcement  
261 agency and fire service agency, other than a state agency, and  
262 each emergency medical services provider, that is designated as  
263 a primary first responder for the service area in which a 911  
264 public safety answering point receives 911 calls.

265       (b) "911 public safety answering point" or "PSAP" means a  
266 municipal or county emergency communications or 911 call center  
267 in this state that receives cellular, landline, or text-to-911  
268 communications.

269       (2) Each sheriff, in collaboration with all first  
270 responder agency heads in his or her county, shall facilitate  
271 the development and execution of written interlocal agreements  
272 between all primary first responder agencies within the county.  
273 Each agreement must establish written protocols that outline  
274 circumstances and public safety emergencies under which a PSAP  
275 will directly provide notice by radio of an emergency to the on-

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276 duty personnel of a first responder agency for which the PSAP  
277 does not provide primary dispatch functions. Each agreement must  
278 require the PSAP to have direct radio contact with primary first  
279 responder agencies and their dispatchers, for whom the PSAP can  
280 reasonably receive 911 communications, without having to  
281 transfer a 911 communication to another PSAP or dispatch center  
282 for dispatch. The method of complying with this requirement  
283 shall be established by the first responder agency heads and set  
284 forth in each interlocal agreement.

285 (3) Each PSAP must be capable of immediately broadcasting  
286 911 communications or public safety information over the primary  
287 radio dispatch channels of each first responder agency in the  
288 county it serves, except in those first responders service areas  
289 where the PSAP cannot reasonably receive 911 calls. If a county  
290 or jurisdiction has multiple PSAPs, each PSAP must have this  
291 capability.

292 (4) Unless technologically precluded due to radio  
293 incompatibility, upon written request from a law enforcement  
294 agency head, a law enforcement agency head in the same county or  
295 in an adjacent jurisdiction in another county must authorize the  
296 requesting agency to install the responding agency's primary  
297 dispatch channel or channels in the requesting agency's PSAP,  
298 dispatch center, or mobile or portable radios.

299 (5) Each primary first responder agency, PSAP, and  
300 dispatch center within each county shall train all applicable

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301 personnel regarding the procedures and protocols specified in  
302 the interlocal agreements made pursuant to this section. This  
303 training shall also include radio functionality and how to  
304 readily access the necessary dispatch channels in accordance  
305 with the interlocal agreements.

306 (6) By January 1, 2020, each sheriff shall provide to the  
307 Department of Law Enforcement:

308 (a) A copy of each interlocal agreement made between the  
309 primary first responder agencies within his or her county  
310 pursuant to this section; and

311 (b) Written certification that all PSAPs in his or her  
312 county are in compliance with this section.

313 Section 4. (1) The Legislature finds that an important  
314 state interest is served in protecting the public safety by  
315 ensuring that 911 telecommunications are routed to the most  
316 appropriate 911 system in the most expeditious manner possible.  
317 A proper and legitimate state purpose is achieved when local  
318 government 911 public safety telecommunications are able to  
319 transfer and receive transfers of emergency calls to and from  
320 other local, multijurisdictional, or regional E911 systems in  
321 the state.

322 (2) The Legislature also finds that an important state  
323 interest is served in protecting the public safety by ensuring  
324 that text-to-911 service is available in all counties of the  
325 state. A proper and legitimate state purpose is achieved when

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326 | text-to-911 service is made available statewide to ensure that  
327 | persons who cannot speak or whose safety may be compromised by  
328 | speaking in emergency situations will have access to the 911  
329 | system. Provision of this service statewide will prevent  
330 | confusion about the availability of the service in particular  
331 | areas.

332 |       (3) The Legislature also finds that an important state  
333 | interest is served in protecting the public safety by ensuring  
334 | that each 911 public safety answering point is capable of direct  
335 | radio communications with first responders and dispatchers  
336 | within the surrounding area for which the public safety  
337 | answering point would not otherwise provide dispatch. A proper  
338 | and legitimate state purpose is achieved when a public safety  
339 | answering point that receives an emergency communication is able  
340 | to save crucial time by avoiding the need to transfer that  
341 | communication to a second public safety answering point to  
342 | dispatch first responders.

343 |       (4) Therefore, the Legislature finds and declares that  
344 | this act fulfills an important state interest.

345 |       Section 5. This act shall take effect July 1, 2019.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #11**

# Leon County Board of County Commissioners

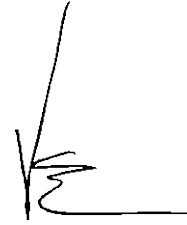
## Agenda Item #11

October 15, 2019

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

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

**Title:** Authorization to Proceed with the Development of a Mining Zoning District Ordinance



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Ryan Culpepper, Director, Development Services Scott Brockmeier, Development Services Administrator Barry Wilcox, Chief Development Resources Officer

### **Statement of Issue:**

This item requests Board consideration to proceed with the drafting of a Mining Zoning District Ordinance to implement the provisions of the Industry and Mining Future Land Use Category of the Comprehensive Plan. The County currently does not have an existing zoning district dedicated to implementing the mining provisions of the referenced Future Land Use Category. The new zoning district will provide certainty on the allowed land use, development standards, permitting requirements and reclamation standards for mining uses within the Urban Service Area (USA).

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Authorize staff to proceed with the development of a Mining Zoning District Ordinance.

## **Report and Discussion**

### **Background:**

This item requests Board consideration to proceed with the drafting of a Mining Zoning District Ordinance to implement the mining provisions of the Industry and Mining Future Land Use Category of the Comprehensive Plan. A future land use category provides a general outline of intended land uses and general provisions for development within the future land use category. The County's Land Development Code (LDC) implements the future land use category through the zoning district by providing more specificity in the allowable land use types along with the associated development standards for those types of uses.

The County currently does not have a mining zoning district. Mining activities are currently permitted and implemented through other existing, industrial zoning districts. However, these industrial zoning districts provide typical development standards for a broader array of permitted uses and do not provide specific development standards for mining activities. In addition, the existing, industrial districts allow for a broad array of intense uses, many of which have impacts that extend beyond the subject site. The new zoning district will limit the allowed uses to mining activities only and will provide certainty on the associated development standards, permitting requirements, and reclamation standards for mining uses within the Urban Service Area.

On April 10, 2018, the Board adopted amendments to the Comprehensive Plan to include a new land use category, Industry and Mining (Policy 2.2.28, Land Use Element). The Industry and Mining Land Use Category addresses light industrial, mining, and heavy industrial uses, and sets guidelines for the development of implementing zoning districts (Attachment #1). Development Support and Environmental Management (DSEM) has encountered land use issues with regard to a number of existing, nonconforming mines permitted in the unincorporated area. The first step in addressing the issue was the consideration of revisions to the Land Use Element of the Comprehensive Plan. The Industry and Mining Future Land Use Category was adopted by the Board to provide the basic policy for industrial and mining uses in the County. The Industry and Mining land use category allows for the creation of a zoning district intended to address mining uses, both existing and proposed.

### **Analysis:**

Mining is an important part of the economy in Leon County and when located in the appropriate location, provides necessary jobs and the raw materials needed to support growth and development in the community. Mining uses are currently allowed in the Light Industrial (M-1) and Heavy Industrial zoning districts as principal permitted uses. The M-1 and Heavy Industrial zoning districts are located inside the USA. However, the Urban Fringe (UF) and Rural zoning districts are located outside the USA. Mining is listed as a restricted use in the UF and Rural districts.

The establishment of a zoning district for mining activities will implement the mining provision of the Industry and Mining land use category. This will provide an opportunity for mine operations to be established where the raw materials are located, while ensuring the land use category and zoning district allow the use. The location of raw materials to be mined is determined by geological factors, not by geographical boundaries. Therefore, many existing mines are located

inside the USA in districts that do not allow mining. As a result, these existing mines are considered nonconforming.

Nonconforming uses are extremely limited in expansion or redevelopment opportunities and the nonconforming provisions of the Leon County Land Development Code (LDC) do not provide guidelines on reclamation requirements for the termination of a mining activity. Many existing, nonconforming mines continue to operate primarily through environmental permits, but these permits are limited to the protection of natural features and do not address typical development standards, such as offsite impacts and locational criteria.

Historically, the only option to address these nonconforming uses would be to rezone the property to Heavy Industrial or M-1; however, rezoning to Heavy Industrial or M-1 would allow for a much broader array of uses that may not be appropriate for the area. For example, many of these sites have become construction and demolition sites for materials sorting and processing and recycling. These other principal uses may, in fact, have more impact to adjoining properties than mining activity. Further, a mine site contains unstable soils which are typically unsuitable for redevelopment. A mining zoning district will identify and allow for subsequent uses that are more suitable for a reclaimed site.

The proposed mining zoning district would enable existing, nonconforming mines to be rezoned to a zoning district that allows mines or mining related activity. As a result, an existing mine could become conforming with regard to the use and the associated development standards. A mining zoning district will provide guidelines to address offsite impacts and locational criteria. The district will also require the establishment of a reclamation plan demonstrating how the land will be returned to a condition that will allow an effective reuse compatible with surrounding properties. In addition, the mining zoning district would have standards that would prevent or mitigate noise, vibrations, smoke, dust and particulate matter to avoid negative impacts on neighboring properties.

This item seeks Board authorization to proceed with the development of a Mining Zoning District Ordinance to assist in implementing the Industry and Mining Future Land Use Category. The proposed Ordinance will require review and input by the Advisory Committee on Quality Growth (ACQG) as well as a consistency review by the Planning Commission at a Public Hearing. The proposed Ordinance would require consideration by the Board at two Public Hearings.

**Options:**

1. Authorize staff to proceed with the development of a Mining Zoning District Ordinance.
2. Do not authorize staff to proceed with the development of a Mining Zoning District Ordinance
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Industry and Mining Land Use Category, Policy 2.2.28, Land Use Element

## I. Land Use

residential uses. These ancillary uses may not exceed 40% of the total gross square footage of a Research and Development project.

2. Innovation District – Innovation Districts may include up to 45,000 square feet of gross building floor area per acre. The mixture of uses shall emphasize the technological and collaborative nature of these districts by including in the buildable square footage up to 80% in Innovation District, Research and Development, or compatible Light Industrial uses, up to 40% residential uses, and up to 40% in other non-residential support uses. Design standards detailed in the land development code shall provide for the protection of adjacent non-research and innovation properties by arranging the residential uses and non-research and innovation uses as a buffer or transition to adjacent properties.

### SPECIAL CONDITIONS

The following special conditions shall apply to the Research and Innovation Future Land Use category:

1. Administrative offices that support and are functionally related to onsite activities are allowed in any of the implementing zoning districts for the Research and Innovation Land Use.
2. Site plans must demonstrate the protection of adjacent non-research and innovation properties through development standards outlined in the land development codes.
3. A plan for vehicular access to and from the site addressing delivery trucks and specialized equipment must be submitted with site plans and must demonstrate compatibility with adjacent land uses.

### **Policy 2.2.28: [L]**

(EFF. 5/31/18)

## INDUSTRY AND MINING LAND USE

### INTENT

Advanced manufacturing, industrial uses, and mining are important parts of the economy in the City of Tallahassee and Leon County. Dramatic shifts in the technologies used by these sectors are resulting in operations that are often cleaner, quieter, and less noxious to neighboring uses than traditional industrial uses. Industry and mining uses in appropriate locations provide necessary jobs and the raw materials needed to support growth and development in the community.

Industry and mining uses intended for the distribution of manufactured goods should be encouraged in areas with access to the Tallahassee International Airport or the Florida Department of Transportation's (FDOT) Strategic Intermodal System (SIS) facilities. Because of the need for infrastructure and public services, the Industry and Mining Land Use shall only apply to areas located within the Urban Services Area.

Because industrial uses vary in their operations and potential for offsite impacts, performance and locational criteria shall be established in the City and County land development codes for the implementing zoning districts. Whenever possible, noise, vibrations, smoke, dust and particulate matter, odor, and lighting resulting from industry and mining uses shall be prevented. In cases where the impacts cannot be prevented, they shall be mitigated to avoid negative impacts on properties in the vicinity of these uses.

### ALLOWABLE LAND USES, DENSITIES, AND INTENSITIES

The Industry and Mining Land Use category accommodates a variety of uses that may have similar demands on public



## I. Land Use

infrastructure. Light industrial, mining, and heavy industrial uses are allowable in the Industry and Mining Land Use.

1. Light Industrial – Light Industrial uses shall be permitted at a maximum intensity of 30,000 square feet of gross building floor area per acre. Ancillary residential uses (intended for caretaking, maintenance, the temporary lodging of employees, or security) may not exceed two units per acre.
2. Mining – Mining uses shall be permitted subject to applicable landscaping and natural area requirements and the dimensional standards included in land development regulations. A land reclamation plan shall be submitted demonstrating that upon termination of the activity, the land shall be returned to a condition that will allow an effective reuse compatible with surrounding properties. All mining uses are subject to fencing requirements as identified in the land development regulations. Mining uses may be subject to an Environmental Resource Permit (ERP) pursuant to Chapter 373, F.S., and Rule 62-330, Florida Administrative Code (F.A.C.) and mandatory reclamation requirements pursuant to Chapter 378, F.S., and Rule 62C-39, F.A.C.
3. Heavy Industrial – Heavy Industrial uses shall be permitted at a maximum intensity of 30,000 square feet of gross building floor area per acre. All applicable development must comply with Title 14 Code of Federal Regulations Part 77.9 Construction or alteration requiring notice. Those industries that have the potential to result in any other pollution of the air or ground shall adhere to existing local, state and federal

operational or industry standards, and avoid or mitigate these potential impacts. These areas shall have stringent locational criteria and require extensive buffering and/or relative distance from other land uses. These uses may require employment of techniques to prevent substantial impacts off-site or require mitigation and/or minimization techniques for impacts. Ancillary commercial uses designed to serve adjacent workers may be permitted.

### SPECIAL CONDITIONS

The following special conditions shall apply to the Industry and Mining Land Use category:

1. Administrative offices that support and are functionally related to onsite activities are allowed in any of the implementing zoning districts for the Industry and Mining Land Use.
2. Site plans must demonstrate the protection of adjacent non-industry and mining properties through development standards outlined in the land development codes.
3. A plan for vehicular access to and from the site addressing heavy trucks and equipment must be submitted with site plans and must demonstrate compatibility with adjacent land uses.
4. Hydraulic fracturing, commonly referred to as fracking, is not a permitted use in the Industry and Mining Land Use.

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #12**

# Leon County Board of County Commissioners

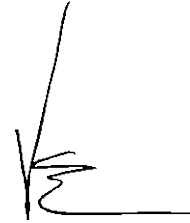
## Agenda Item #12

October 15, 2019

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

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

**Title:** Authorization to Proceed with Drafting an Ordinance to Amend the Lake Protection Node Zoning District



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Ryan Culpepper, Director, Development Services Scott Brockmeier, Development Services Administrator Barry Wilcox, Chief Development Resources Officer

### **Statement of Issue:**

This item requests Board consideration to proceed with drafting an Ordinance to amend the Lake Protection Node (LPN) Zoning District. These revisions are intended to provide greater flexibility of development options within the nodes in order to more effectively encourage new development and redevelopment which still meets the intent and goals of the LPN.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Authorize staff to proceed with drafting an Ordinance to amend the Lake Protection Node Zoning District.

## **Report and Discussion**

### **Background:**

This item requests Board consideration to proceed with drafting an Ordinance to amend the Lake Protection Node (LPN) Zoning District. These revisions are intended to provide greater flexibility of development options within the nodes in order to more effectively encourage new development and redevelopment which still meets the intent and goals of the LPN.

In January 2013, the Board approved a strategic initiative to develop solutions to promote sustainable growth inside the Lake Protection Zone. At a November 2013 workshop, the Board approved several options to implement this strategic initiative, including the creation of the new LPN zoning district. On May 26, 2015, the Board adopted an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan which revised the Lake Protection (LP) Land Use Category (Attachment #1). The amendment also addressed numerous issues with the Lake Protection Land Use category, including the location of nonresidential uses and the incentivization of clustered residential development.

Subsequent to the adoption of the Comprehensive Plan amendment, the Board approved related revisions to the Leon County Land Development Code (Attachment #2). These revisions operationalized the changes to the Lake Protection Land Use Category and included the creation of a Lake Protection Node (LPN) Zoning District. The newly formulated LPN district allowed for compact, mixed-use, and multimodal neighborhood centers at specific intersections within the Lake Jackson Basin. As a result, there were four node locations established. These nodes are generally located near the following intersections:

1. U.S. 27 (North Monroe St) and Sessions Road
2. U.S. 27 (North Monroe St) and Fred George Road
3. U.S. 27 (North Monroe St) and Old Bainbridge Road
4. Bannerman Road and Bull Headley Road

Development standards for the LPN were predicated upon traditional, walkable development patterns and intended to provide for significant environmental and quality of life improvements over auto-oriented or “strip” development. By concentrating commercial, office, and higher density residential uses in compact, walkable centers, the LPN reduces automobile trips, decreases the need for costly and environmentally impactful roadway improvements, and provides convenient and attractive shopping and employment options to nearby residential areas.

The analysis finds that there has been very low development interest in the LPN over the last four years despite the robust construction market. As custodians of the regulatory framework for the County’s growth management policies, this item seeks Board authorization for staff to draft an Ordinance to amend the LPN Zoning District to provide greater flexibility of development and redevelopment options within the nodes. If authorized by the Board, staff will work with industry stakeholders and the Friends of Lake Jackson to identify opportunities that encourage development within these nodes and still meet the intent and goals of the LPN.

### **Analysis:**

It is often necessary to revisit newly created or recently revised areas of the Land Development Code to evaluate the effectiveness of changes and address known issues which have arisen during implementation. The LPN zoning district has been in effect for approximately four years but has experienced limited use in that time. Of the approximately 150 acres eligible for development under the LPN standards, less than 10 acres have been proposed for development. This limited level of interest in the newly created district is unusual given the robust development and construction market in recent years.

The node concept allows for mixed-use development in a compact form that reduces stormwater impacts to Lake Jackson by minimizing impervious surface area within the lake's basin. In addition, the node can reduce the number and length of automobile trips by bringing pedestrian-oriented, neighborhood centers proximate to residential neighborhoods.

Staff is requesting authorization to proceed with drafting an Ordinance to amend the LPN zoning district to provide additional clarity and improve functionality within the district's development standards. If approved by the Board, proposed revisions to the LPN may include:

- An expansion of the permitted uses within an LPN
- Increased maximum square footage of buildings
- Increased parking
- Building and parking orientation requirements
- Allowance of drive-thru commercial uses

A component of the process will include staff research on recent development trends and input from industry professionals in order to identify specific areas to address in the amendment. In addition, staff will work with stakeholders, such as but not limited to, the Friends of Lake Jackson, to identify opportunities to encourage development within these nodes. The proposed revisions will also be presented to the Advisory Committee on Quality Growth (ACQG) for input as well as consistency review by the Planning Commission at a Public Hearing. The proposed Ordinance would require consideration by the Board at least one Public Hearings.

### **Options:**

1. Authorize staff to proceed with drafting an Ordinance to amend the Lake Protection Node Zoning District.
2. Do not authorize staff to proceed with drafting an Ordinance to amend the Lake Protection Node Zoning District.
3. Board direction.

### **Recommendation:**

Option #1

Attachments:

1. Lake Protection Land Use Category, Policy 2.2.18, Land Use Element
2. Lake Protection Node Zoning District

## **Policy 2.2.18: [L]**

LAKE PROTECTION (REV. EFF. 12/22/95; REV. EFF. 7/26/06; RENUMBERED 3/14/07;  
REV. EFF. 7/14/14; REV. EFF. 7/6/15)

### **INTENT**

Lake Jackson, designated both an Outstanding Florida Water (OFW) and Aquatic Preserve, is one of the most unique waterways in Florida. Historically, the lake has suffered from water quality issues associated with rapid urbanization and large-scale roadway projects. Lake Jackson's water quality has improved since adoption of the Comprehensive Plan, due in large part to the adoption of stringent stormwater treatment standards and the implementation of capital projects; however, nutrient levels in the Lake remain elevated and the Lake continues to be designated "Impaired" by the Florida Department of Environmental Protection.

The intent of the Lake Protection category is to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality. The Lake Protection category is the basis for regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin. The bounds of this category are to be the Lake Jackson basin boundary adjusted to include contributing watersheds but excluding existing, more intensely developed areas south of Interstate 10 and areas outside the Urban Service Area.

### **ALLOWABLE USES, DENSITIES, AND INTENSITIES**

#### **1. Residential**

The Lake Protection category shall allow for residential uses at a base density of one (1) dwelling unit per two (2) gross acres.<sup>1</sup> To encourage compact and efficient development, two density bonus options are available for properties within the category:

- i) A residential density of up to two (2) dwelling units per gross acre may be permitted within developments designed as a Clustered Subdivision.
- ii) A residential density of up to eight (8) dwelling units per gross acre may be permitted within the Lake Protection Node (LPN) zoning district.

#### **2. Mixed-use & Non-residential**

Non-residential and mixed-use development (including, but not limited to, office and commercial uses) within the Lake Protection category may only be permitted within areas designated with the Lake Protection Node (LPN) zoning district. Within this district, single use, non-residential development shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre. Projects containing a vertical

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<sup>1</sup> (Leon County) Any development affecting real property located in whole or in part within the Lake Protection Future Land Use Map category west of US 27 North for which an initial Planned Unit Development Concept or Final Development Plan was approved before January 1, 2005 shall be vested for all uses, intensities and densities set forth in the PUD Concept Plan Ordinance. Said PUD shall be entitled to rely on the closed basin exemption previously set forth in this section if the Commission determined prior to January 1, 2005 that the PUD met the requirements for such closed basin exceptions and that such determination has not been overturned by a court of competent jurisdiction at the time vested rights are sought under this provision. If a court of competent jurisdiction invalidates such a PUD due to reasons unrelated to whether the property met the requirements for the closed basin exception, any new or modified PUD application relating to the same real property shall be vested for the uses, intensities and densities of the previously approved PUD. All development within said certified closed basins approved pursuant to this provision shall be approved through the PUD amendment process, except that in unincorporated Leon County a one-into-two residential lot split exemption shall be processed according to the established County procedures instead of the PUD process.

mixture of uses, including any combination of office, commercial and residential uses, may receive a bonus of 2,500 S.F. per gross acre, for a total of 12,500 S.F. per gross acre.

3. Community and Recreational Facilities

Community services, light infrastructure, and recreational uses shall be permitted within the Lake Protection (LP) and Lake Protection Node (LPN) zoning districts. Facilities associated with these uses shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre.

SPECIAL CONDITIONS

The following special conditions shall apply to the Lake Protection Future Land Use category:

1. The Lake Protection Node zoning district shall only be permitted at the following intersections:

- Highway 27 North and Sessions Road
- Highway 27 North and Capital Circle NW/Old Bainbridge Road
- Highway 27 North and Fred George Road
- Bannerman Road and Bull Headley Road

The exact extent of these Nodes shall be specified in the City of Tallahassee and Leon County land development regulations, but generally shall not extend beyond ¼ mile from the respective intersection and shall not include areas within a Special Development Zone (SDZ) or existing single-family subdivisions.

2. As an alternative to large-lot developments, Clustered Subdivisions shall be permitted within the Lake Protection zoning district. Clustered Subdivisions shall:

- Contain a minimum of 60% contiguous open space preserved in perpetuity and comprised of such things as preservation and conservation features, Special Development Zones, undeveloped uplands, passive recreation areas, and storm water facilities designed as a community amenity;
- Be developed at a maximum density of two (2) dwelling units per gross acre; and,
- Be served by central water and sewer systems.

3. A volume control based stormwater treatment standard shall be required for all development and redevelopment within the Lake Protection land use category. This standard shall ensure that runoff volumes in excess of the pre-development runoff volume shall be retained for all storm events up to a 100-year, 24-hour duration storm. To encourage redevelopment in the Lake Protection category, a partial credit may be applied toward existing impervious surface on previously developed sites.

4. Additional development standards deemed necessary to protect Lake Jackson from further degradation and/or improve existing water quality may be included in the land development code.

5. Existing, lawfully established, non-residential uses within the Lake Protection land use category that are compatible with surrounding uses and meet all water quality standards for the Lake Jackson Basin shall be considered permitted uses.



Sec. 10-6.660. - Lake Protection Node.

1. District Intent	2. Allowable District Location
<p>The lake protection node (LPN) zoning district is intended to:</p> <ol style="list-style-type: none"> <li>1. Accommodate compact mixed-use development at designated major intersections to provide retail, service and recreation opportunities to nearby residents;</li> <li>2. Provide a development pattern that is transit supportive, based on a high degree of interconnected streets, and a compact layout of uses that addresses streets and sidewalks;</li> <li>3. Create a development pattern that maximizes infrastructure and minimizes environmental impact by concentrating non-residential uses around major intersections;</li> <li>4. Protect community health and safety by minimizing automobile dependency and reducing vehicle miles traveled through design supporting a variety of travel modes;</li> <li>5. Create a community where travel by foot and bicycle is safe, convenient, and comfortable;</li> <li>6. Minimize stormwater runoff by limiting surface area devoted to parking and requiring strict volume control stormwater facilities; and</li> <li>7. Facilitate compatibility with nearby neighborhoods through buffers, transitioning building mass and scale, and through careful site design.</li> </ol> <p>The LPN district shall permit residential, non-residential, and mixed-use development (including, but not limited to, office and commercial uses) utilizing urban services. Non-residential development allowed within this district is limited to office, retail, services, and community facilities.</p> <p>The LPN district also allows certain community and recreational facilities related to residential uses. Urban services are intended for this district inside the urban service area. The density or intensity of permitted development may depend upon the availability of such services. Existing non-residential uses within this district that meet all water quality and stormwater treatment standards set forth in the Comprehensive Plan and the environmental regulations of the county will be considered permitted, lawfully established conforming uses.</p>	<ol style="list-style-type: none"> <li>a. The district may only be located within areas designated lake protection on the future land use map; and</li> <li>b. The lake protection node zoning district shall be permitted generally within ¼ mile of the center of the following intersections and as specifically illustrated in exhibits A, B, C and D of this section: <ol style="list-style-type: none"> <li>(1) Highway 27 North and Sessions Road;</li> <li>(2) Highway 27 North and Fred George Road;</li> <li>(3) Highway 27 North and Capital Circle NW/Old Bainbridge Road;</li> <li>(4) Bannerman Road and Bull Headley Road; and</li> </ol> </li> <li>c. Within the areas described in subsection (b) of this section, the location of the district may be further limited to facilitate compatibility with existing residential areas in the lake protection future land use category or to minimize potential adverse environmental impacts on Lake Jackson and its tributaries and other environmental features; and,</li> <li>d. Shall be located in areas served by central sewer and central water.</li> </ol>

PERMITTED, PROHIBITED AND RESTRICTED USES			
3. Principal Uses	4. Prohibited Uses	5. Restricted Uses	6. Accessory Uses

<p>(1) Active and passive recreation facilities.</p> <p>(2) Automotive retail, service, and repair, including car wash.</p> <p>(3) Banks and other financial institutions.</p> <p>(4) Community facilities related to the permitted principal uses, including libraries, religious facilities, police/fire stations, and elementary, middle, high, and vocational schools</p> <p>(5) Daycare centers.</p> <p>(6) Government offices and services.</p> <p>(7) Live-work units.</p> <p>(8) Lodging.</p> <p>(9) Medical and dental offices, services, laboratories, and clinics.</p> <p>(10) Nursing homes and other residential care facilities.</p> <p>(11) Office.</p> <p>(12) Residential—any unit type.</p> <p>(13) Restaurants, without drive-in facilities.</p> <p>(14) Retail.</p> <p>(15) Studios for photography, music, art, dance, and voice:</p>	<p>(1) Campgrounds and recreational vehicle parks, except where legally established and in existence prior to 1-1-2010.</p> <p>(2) Dry cleaners.</p> <p>(3) Gas stations, fuel/oil dealers and liquefied petroleum products.</p> <p>(4) Golf courses.</p> <p>(5) Heavy equipment rental.</p> <p>(6) Manufactured home parks.</p> <p>(7) Motor vehicle tracks.</p> <p>(8) Outdoor gun range.</p> <p>(9) Outdoor storage.</p> <p>(10) Residential—Mobile homes and standard design manufactured homes</p> <p>(11) Scrap material storage or processing.</p> <p>(12) Towing, wrecking, and recovery.</p> <p>(13) Warehouses and self-storage.</p> <p>(14) Welding and machine shops.</p> <p>(15) Wholesale trade.</p> <p>(16) Other uses, which in the opinion of the County Administrator or designee are of a similar and compatible nature to those uses described in this district.</p>	<p>(1) Small appliance repair.</p> <p>a. All repair activity shall occur within an enclosed structure;</p> <p>(2) Pet day care.</p> <p>a. Shall be an accessory use to a veterinary clinic or pet store.</p> <p>b. Outside boarding and unsupervised outside activity are prohibited.</p> <p>(3) Shared stormwater management facilities.</p> <p>a. Shall be designed as an amenity.</p> <p>b. Safety fences shall be planted with vegetation equal to the fence height at plant maturity.</p> <p>c. Shall meet the requirements of section 10-4.301.</p>	<p>(1) Any use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure as determined by the County Administrator or designee.</p> <p>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.</p>
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Development Standards										
	7. Density, Intensity and Building Restrictions			8. Lot or Site Area Restrictions			9. Building Setbacks			
Use Category	a. Allowable Densities (dwelling units/acre)	b. Allowable Intensities (square feet/acre)	c. Maximum Building Height	a. Minimum Lot Area	b. Lot Width	c. Minimum Lot Depth	a. Front	b. Side Interior	c. Side Corner	d. Rear Single Use Development

Single-family detached and attached residential	Min: 4 Max: 8	None	35 feet	None	None	None	Min: 10 feet Max: 15 feet	Min: 0 feet Max: 10 feet Adjoins existing single-family subdivisions: 25 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions 40 feet min.
Multi-family residential	Min: 4 Max: 8	None	35 feet	None	None	None	Min: 5 feet Max: 15 feet	Min: 10 feet Max: 15 feet Adjoins RP future land use category: 40 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions : 40 feet min.
Non-residential and community and recreational facilities	N/A	10,000 sf/ac, vertical mixture of uses may receive a bonus of 2,500 sf/ac for a total of 12,500 square feet/ac	4 stories	N/A	N/A	N/A	Min: 5 feet Max: 15 feet	Min: Zero abutting buildings or 10 feet Max: 15 feet Adjoins existing single-family subdivisions: 40 feet min.	Min: Zero Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions : 40 feet min.
<b>Mixed-Use Development</b>										
Mixed-use development	Min: 4 feet Max: 8 feet	10,000 sf/ac, vertical mixture of uses may receive a bonus of 2,500 sf/ac for a total of 12,500 square feet/ac	4 stories	N/A	N/A	N/A	Min: 5 feet Max: 15 feet	Min: Zero abutting buildings or 10 feet Max: 15 feet Adjoins existing single-family subdivisions: 40 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions : 40 feet min.

10. Building Size Standards		
Use Category	a. Maximum Building Size	b. Maximum building floor area per structure
Single-Family Detached and Attached Residential	N/A	N/A
Multi-Family Residential	15,000 square feet	N/A
Non-Residential and Community and Recreational Facilities	Standard: 10,000 square feet	Standard: 14,000 square feet
Mixed-Use Development	Standard: 10,000 square feet	Standard: 30,000 square feet

**11. Mixed Use Incentive Qualifications:** Developments incorporating a vertical mixture of residential and non-residential uses within a single development application or those which retrofit an existing development to include a vertical mixture of residential and non-residential uses, qualify for additional density and intensity provided for mixed-use development, pursuant to the following criteria:

- a. At the completion of all development phases, no less than 20 percent of the gross floor area within the development is devoted to either residential use or non-residential use;
- b. The development consists of a mixture of uses within a single building or within multiple adjacent buildings, wherein the different uses are located no further than 200 feet apart; and
- c. The development application must provide a common plan for the development of all included parcels, including shared infrastructure.

**12. Access Management:**

- a. Direct access to an arterial roadway or major collector shall be limited and provided via public right-of-way.
- b. There shall be no more than one public right-of-way connection to an arterial roadway and to each adjacent collector street per each nodal quadrant; until such time as a street system is created to provide access to all parcels adjoining the adjacent arterial roadway or the adjacent collector street, individual properties may obtain access, if needed, on a temporary basis.
- c. Applicants for development shall enter an agreement to cooperate in any future project to consolidate access points or to share access with abutting properties as opportunities arise.

**13. Blocks, Frontage, and Sidewalks:** Street design and layout shall support an interconnected street network and pattern of a scale conducive to pedestrian and bicycle use.

- a. Block length: Long side: 600 feet maximum, except where divided by a mid-block pedestrian crossing or alley, in which case, maximum block length may be 850 feet. Short side: Distance may vary between 200 and 400 feet to accommodate environmental and physiographic limitations.
- b. Mid-block pedestrian crossings: A publicly accessible pedestrian crossing shall be provided for blocks with a length greater than 600 feet on one or more sides.
- c. Sidewalk width and placement: Frontage sidewalks shall be a minimum of eight feet in width. All other sidewalks shall be no less than 5 feet in width.
- d. Pedestrian weather protection: Where practical, non-residential and mixed-use buildings shall provide weather protection, arcade, awning, etc., along the frontage sidewalk extending at least 3 feet.
- e. Alternative surface material: Use of distinctive paving texture, type, and color for transitions between neighborhoods and within pedestrian areas is encouraged. Interconnections between neighborhoods should also be distinguished through the use of vertical architectural elements, such as archways, gateways, or bollards.

**14. Street Trees:** All development or redevelopment shall incorporate street trees within the right-of-way, preferably between the back of curb and sidewalk.

- a. Street trees shall be planted between 20—30 feet on center, except when a greater distance may be required to avoid conflict with visibility, street lamps, utilities, or safety issues would be compromised with the required location.
- b. A minimum planting strip of six feet shall be provided between the back of curb and sidewalk, except where on-street parking is provided and tree wells or planters are more appropriate.
- c. Tree selection and location shall be approved by the local utility provider and shall be no higher than 20 feet at maturity when located beneath power lines.

**15. Parking:**

- a. Location: Parking shall not be located between the building facade and the right-of-way, and shall be located on-street, internal to the block, or to the rear of structures. Where site constraints necessitate, up to 25 percent of required parking may be permitted to the side of buildings.
- b. On-street parking: All streets created or expanded in association with development in this district shall be designed to accommodate on-street parking.
- c. Quantity: On-site parking shall be limited to a range of 40 percent to 70 percent of the general parking standard set forth in section 10-7.545. Schedule 6-2, On-street parking, provided on adjacent rights-of-way within the LPN zoning district without crossing an arterial or collector street may be counted towards meeting the parking requirement. Shared parking may also count toward the requirement.
- d. Size: Individual off-street surface parking lots shall not exceed 0.75 acre.

**16. Building Position:**

- a. Orientation: The principal building entryway shall be oriented to the street, other than an arterial roadway, and be designed to provide direct pedestrian access from that street. Where buildings are equidistant to two or more streets, the principal entryway may be located on either street. Buildings may be oriented toward the arterial roadway so long as there is a parallel street located between the arterial roadway and the building.
- b. Encroachments: Porches, balconies, patios, pedestrian weather protection features and other like architectural features may encroach into 50 percent of the front setbacks. Seating within the required yard setbacks shall be allowed. Encroachments, permanent and temporary, shall not result in a constrained pedestrian passageway of less than 5 feet in width.

**17. Building Facade Length:** Non-residential and mixed-use building facades along any public street frontage shall not exceed 100 feet, unless vertical structural elements and functional entrance doors divide that facade no less than every 50 feet.

**18. Transparency:** Adjacent to streets, sidewalks, and publicly accessible parking areas, non-residential and mixed-use buildings shall provide a minimum facade transparency of 50 percent at pedestrian level - between two and eight feet above finished grade—and residential buildings shall provide a minimum facade transparency of 25 percent at pedestrian level.

**19. Building Materials:**

- a. The following materials are prohibited: corrugated metal, standing seam, or v-crimp metal sheeting exterior walls or wall coverings.
- b. The use of vinyl siding may not comprise more than 20 percent of any exterior wall plane.

**20. Roof Types:**

- a. All roof types are allowed. The use of gable roofs, cross gable roofs, and dormers are encouraged for buildings of two stories or less.
- b. Flat roofs shall provide horizontal articulation with a building cap at the top of the building base and/or incorporate the use of parapets.

**21. Buffering, Fencing, and Screening:**

- a. Buffer zone standards: Buffering is not required between uses in the LPN zoning district. Where development abuts existing single-family subdivisions, the landscape buffer standards of section 10-7.522 shall apply.
- b. Fencing: Chainlink fencing visible from public right-of-way or property is prohibited, unless screened by

vegetation that covers completely at plant maturity.

c. Screening of service connections and facilities: Outdoor service areas, loading docks, trash collection, outdoor storage, mechanical equipment, shall be mitigated by the use of screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.

i. Landscape plans shall provide sight lines for natural surveillance between 3 and eight feet above grade.

ii. The service areas shall not be within 50 feet of any adjoining residential property.

iii. The service areas shall be screened with vegetation and fences/ masonry walls that are of sufficient height (minimum six feet) and opacity (minimum 50 percent) to screen from nearby streets and residential areas. Fences or masonry walls shall be constructed with materials that are incorporated in the design of the principal building.

iv. Above ground utility boxes visible from the street shall be screened with landscaping on at least two sides, thereby preserving access for the utility provider.

d. Off-street parking; landscaping: A minimum 10 feet wide landscaping strip shall line the perimeter of surface parking lots, and shall be landscaped with one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed 3 feet at maturity.

e. Required landscaping; Alternative compliance methods. Development is encouraged to utilize the site design alternatives set out in sections 10-4.347 and 10-4.350.

## **22. Lighting:**

a. Intensity limits. Lighting levels at the property line as measured at 6 feet above ground level shall not exceed 0.5 footcandles. The footcandle average in on-site parking lots should not exceed 2.0 footcandles. The recommended maximum uniformity ratio (average: minimum light level) is 4:1.

b. Light fixture types and location:

i. "Shoebox" and "Cobrahead" lights are prohibited.

ii. All light fixtures shall be full cut-off type fixtures and direct light internal to the site.

iii. Individual light poles and wall mounted light fixtures shall be no taller than 20 feet above grade. Wall mounted light fixtures shall be placed no closer than every 25 feet along the facade. Lighted bollards are encouraged along pedestrian routes.

**23. Signage:** All signs shall comply with the county sign code and requirements set out in this section: where conflicts occur, the most restrictive standard applies.

a. Prohibited signs: Roof signs, billboard signs, pole signs, signs that rotate or are in motion, including animated signs, are not allowed in this district.

b. One freestanding monument ground sign of no greater than 80 square feet display area per side, with no more than two sides, may be provided for each tenant. Properties shall be entitled to one ground sign per 500 feet of frontage.

c. Maximum height of monument signs shall not exceed six feet above grade for single tenant structures and shall not exceed 15 feet above grade for multiple tenant structures.

d. Monument ground signs shall incorporate the same exterior materials as the principal structure, and should utilize exterior finish of metal, wood, or masonry materials.

e. Two on-site directional signs, not to exceed 4 square feet each, shall be allowed per tenant. Such signs are intended for navigational purposes and shall be free of logos, advertisements, badges, or slogans.

f. Sign illumination:

i. Prohibited lighting: Flashing, rotating, pulsing, search, laser, or lights moving in any manner.

ii. Ground sign lighting: Ground signs are encouraged to be illuminated with an opaque field and letters of a lighter tone to control glare.

iii. Wall sign lighting: Wall mounted signs shall be internally illuminated or externally illuminated with full cut off-type light fixtures directed downward.

## **24. Stormwater Management Facilities:**

a. Refer to section 10-4.301 for water quality treatment and volume control standards associated with development.

b. Whenever possible, low impact development (LID) techniques such as rain gardens and bio-retention swales

are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.

c. Landscape vegetation shall be incorporated around the perimeter of the stormwater facility, which at maturity will visually conceal required fencing.

d. Landscape plants should be native. A minimum of four different species of trees and shrubs shall be utilized. Stormwater management facilities shall incorporate appropriate tree and plant species that take into account the soil, hydrologic, and other site and facility conditions. Existing vegetation should be incorporated into the facility design where possible.

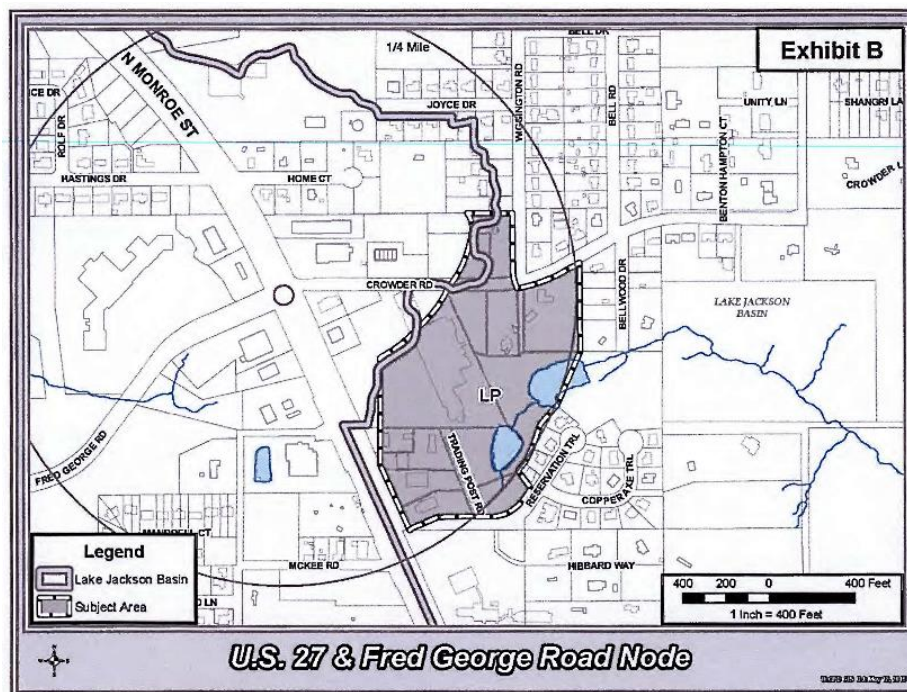
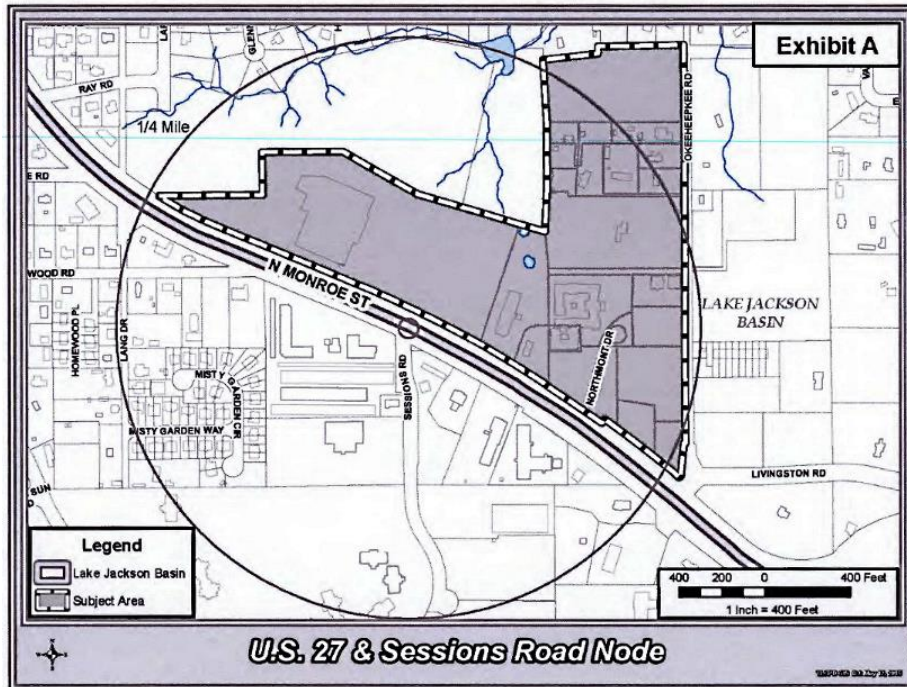
e. Existing non-residential uses within the Lake Protection land use category that meet all water quality and stormwater management standards for their respective use, as specified within the land development regulations, will be considered permitted uses.

#### **25. Sidewalks:**

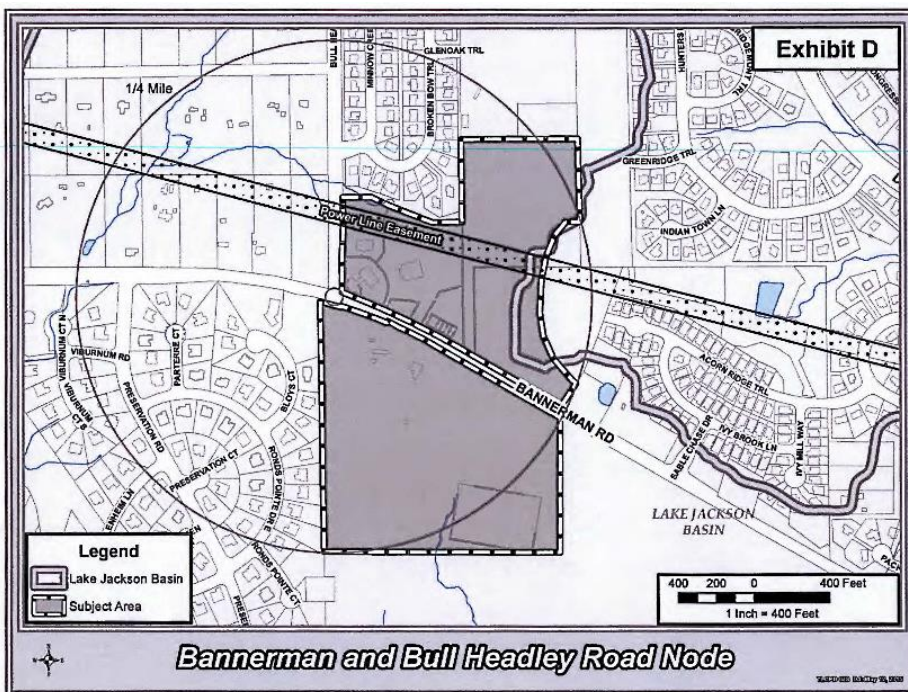
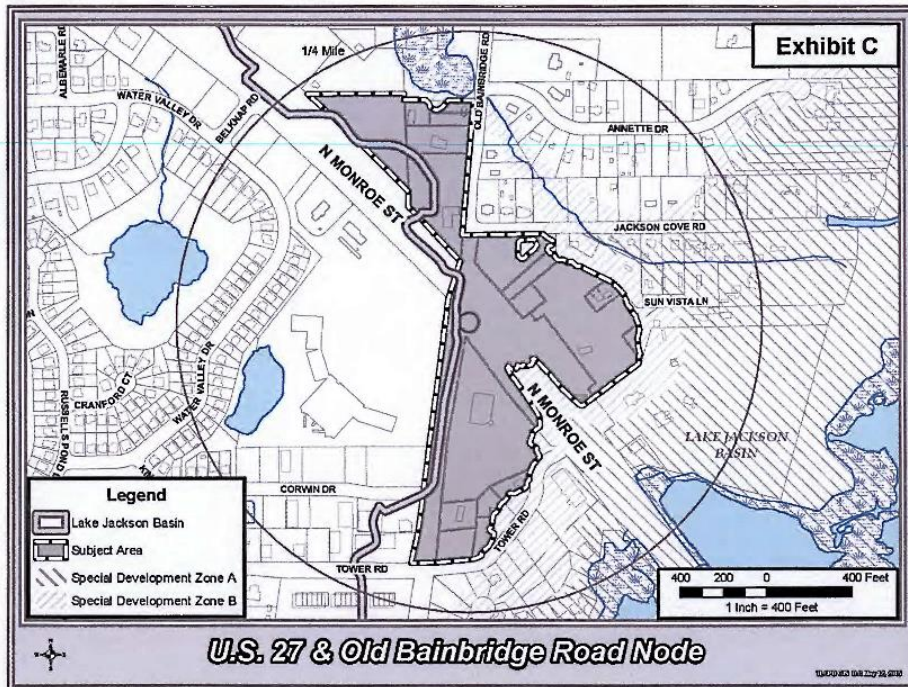
Sidewalks shall be provided in the LPN district consistent with the provisions of section 10-7.529. For clustered subdivision, all required sidewalks shall connect to existing and proposed sidewalks to the maximum extent possible. Multi-use trails designed for non-motorized vehicles and pedestrians are also encouraged in the LPN district to promote connectivity and to reduce automobile dependency.

#### **General notes:**

- (1) Central sanitary sewer and water are required within LPN.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).
- (4) Development standards. All proposed development shall meet the buffer zone standards (section 10-7.522), and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter).







(Code 1992, § 10-6.660; [Ord. No. 15-10](#), § 2, 7-7-2015)

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #13**

# Leon County Board of County Commissioners

## Agenda Item #13

October 15, 2019

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

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

**Title:** Letter of Support for Neighborhood Medical Center for the Health Resources and Services Administration Service Area Competition Grant

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnerships Tiffany Y. Harris, Health Care Services Coordinator

### **Statement of Issue:**

This item seeks Board consideration to provide a letter of support to Neighborhood Medical Center, Inc. for the Service Area Competition Grant to increase health care services for Leon County residents.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option # 1: Authorize the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.

## **Report and Discussion**

### **Background:**

This item seeks Board consideration to provide a letter of support to Neighborhood Medical Center, Inc. (NMC) for the Service Area Competition (SAC) Grant to increase the health care services available for Leon County residents. This funding opportunity is offered through the Health Resources and Services Administration.

The letter of support for Neighborhood Medical Center's Health Resources and Services Administration Service Area Competition Grant would advance the following FY2017-FY2020 Strategic Initiative:

- *Continue County support of primary health care through participation in Carenet in order to increase access to affordable health care for those in need. (2016-34)*

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

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

In 2014, NMC was designated by the Health Resources and Services Administration (HRSA) as a Federally Qualified Health Center (FQHC). The FQHC designation provides NMC with federal funds annually for a three-year period to provide health care services for Leon County residents. Consistent with prior direction, the Board has authorized the provision of letters of support to partnering agencies that seek additional funding through external agencies to increase health care services for Leon County citizens. In September 2016, the Board authorized the submittal of a letter of support for NMC's HRSA SAC grant application. To date, NMC has received approximately \$12 million in federal funding through the SAC grant process. NMC is requesting a letter of support from the County to apply for SAC grant funding.

### **Analysis:**

On September 12, 2019, Neighborhood Medical Center, Inc., sent an email to the Director of Human Services and Community Partnerships (Attachment #1) requesting a letter of support from the County to be included in its application for the upcoming HRSA SAC grant.

On August 1, 2019, the HRSA issued a SAC funding opportunity announcement. The announcement requires applicants to obtain a letter of support from the state or local government. NMC is requesting a letter of support from the County to access SAC funding which will be used to provide primary care, mental health and dental services for the medically underinsured and indigent population in Leon County.

As a FQHC, NMC is required to submit Uniform Data System (UDS) reports to HRSA each year. The UDS report includes data on the overall number of patients served in a calendar year. In the most recent report, NMC reported that health care services were provided to more than 14,000 Leon County residents, which equates to more than 38,000 patient visits in 2018. In

addition, over the past three years NMC has expanded its hours of operation to provide primary care and dental care services on Saturdays; expanded access to care by increasing the number of clinical and dental service providers; and expanded its mobile unit activities to provide health care services to homebound patients. NMC recently purchased the former Hancock Bank building located on South Monroe Street, one block north of Orange Avenue to expand its services. The new facility is expected to open within the next 12-18 months and will offer an additional location for Leon County residents to receive primary, dental and mental health care services.

A letter of support for NMC's SAC grant application will demonstrate the County and NMC's mutual commitment to improving access and health care outcomes for the medically underinsured and indigent populations of Leon County.

It should be noted that although Bond Community Health Center is also an FQHC, it is funded through a different SAC grant and is not competing with NMC for these funds.

**Options:**

1. Authorize the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.
2. Do not authorize the County Administrator to provide a letter of support to Neighborhood Medical Center, Inc. for the Health Resources and Services Administration's Service Area Competition Grant.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Neighborhood Medical Center, Inc. request for letter of support

## Shington Lamy

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**From:** Jeanne Freeman <JFreeman@neighborhoodmedicalcenter.org>  
**Sent:** Thursday, September 12, 2019 12:10 PM  
**To:** Shington Lamy  
**Cc:** Jeanne Freeman  
**Subject:** Letter of Support

Hi Shington,

Neighborhood Medical Center is in the process of completing our HRSA SAC application. I am emailing to ask the Leon County Board of County Commissioners for a letter of support for our application. We can provide a template, but I wanted to get it on the agenda as soon as possible. We would need the letter by October 15, 2019. Thanks so much for your continued partnership and your attention in this matter.

Jeanne' Freeman, MSP, MSW  
Chief Executive Officer  
Neighborhood Medical Center, Inc.

Sent from my iPhone

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #14**

# Leon County Board of County Commissioners

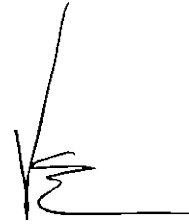
## Agenda Item #14

October 15, 2019

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

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

**Title:** Proposed Revised “Eligibility for Library Cards” Policy



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Debra Sears, Library Director
<b>Lead Staff/ Project Team:</b>	Brenda Rutten, Library Services Coordinator Heather Peebles, Special Projects Coordinator

### **Statement of Issue:**

This agenda item seeks Board consideration to adopt the proposed revised Policy “Eligibility for Library Cards” that expands the free library card eligibility to include all students enrolled in schools, colleges and universities in Leon County and improves access to a library card by utilizing an online registration process.

### **Fiscal Impact:**

This item has a fiscal impact. Adequate funding is available in the current Library and MIS operating budget to implement an online card registration process. The upfront cost of \$20,000 includes a one-time design fee, purchase of tablets to be distributed at all library locations as well as costs associated with mailing participants their card.

The transition to a paperless card registration process is estimated to save approximately \$58,000 annually in costs associated with the purchase of materials and staff time required to process card applications. The estimated cost savings considers the anticipated increase in library card registrations.

### **Staff Recommendation:**

Option #1: Adopt the proposed revised Policy No. 19-X, “Eligibility for Library Cards” (Attachment #1), thereby repealing the current Policy No. 98-11.



## **Report and Discussion**

### **Background:**

This agenda item seeks Board consideration to adopt the proposed revised “Eligibility for Library Cards” Policy. The proposed policy will expand the free card eligibility criteria to include all students enrolled in schools, colleges and universities in Leon County and improve access to a library card by utilizing an online registration process.

At the December 10, 2018 Annual Retreat, the Board requested staff to coordinate with Leon County Schools (LCS) to incorporate the libraries into the civic education curriculum, including registering for a library card. Currently, the Leon County Library includes card registration in several ongoing programs and events held for students including the Summer Youth Training Program, Take Our Daughters and Sons to Work Day, school fieldtrips to the library, and the annual Summer Reading Program. However, in working with school media specialists, additional opportunities for card registration and promoting the value of libraries have been identified.

The current Policy No. 98-11, limits free library cards to Leon County residents, property owners, and County employees (Attachment #2). In addition, those interested in obtaining a library card are required to register in-person. These criteria were deemed barriers to effectively serve the needs of students and other users of library services. The proposed policy would allow all students enrolled in schools, colleges and universities in Leon County to be eligible for a free library card by applying in person or via an online registration process. The following analysis includes a survey of other public library systems use of this practice, a summary of the proposed revised policy, as well as steps for implementation which includes a timeline for launching online card registration and planned outreach efforts.

### **Analysis:**

#### *Survey of Florida Public Library System*

As noted previously, staff met with LCS school media specialists and identified several provisions in the current policy that were perceived to be barriers for students wishing to obtain a library card. These include limiting free cards to LCS students who are also Leon County residents and requiring in-person registration with a parent for all students under the age of 18. To provide a comparison, a survey of Florida county library systems’ card registration policies was conducted. The survey included 36 county library systems and identified the following:

- 25 counties offer some form of online card registration.
- 19 counties offer free library cards to K-12 students regardless of residency.
- 13 counties permit those ages 16 and up to obtain a library without parental consent.

Additionally, each of the five (5) libraries visited as part of the Multi-City/State Tour of Innovative Public Library Systems funded by the Knight Foundation was found to offer online card registration as well as a method for providing free library cards and/or electronic access to library materials to students enrolled in their respective public-school systems.

After reviewing the results of the survey and receiving feedback from Leon County School media specialists, it was determined that the best approach would be to make free library cards available to all students attending schools, colleges and universities in Leon County, regardless of residence, supported by an online registration process.

#### *Proposed Revised Policy*

The proposed new Policy No. 19-X “Eligibility for Library Cards” expands the qualifications for obtaining a free library card and improves access to resources through the following changes:

- Allows all students, regardless of residence, to qualify for a free library card;
- Allows those ages 16+ to register for a card without parental consent;
- Allows for online registration;
- Removes the requirement for written signatures; and
- Updates qualified forms of identification for resident and nonresident card applicants.

Individuals registering online will receive their library card numbers via e-mail, enabling them to immediately begin using e-books, downloadable audio books, digital magazines and other library materials. Their corresponding physical library card will be delivered by U.S. mail. In-person library card applicants will continue to receive their cards immediately after completing an in-house version of the same digital library card application form on a tablet device.

In addition to offering on demand, convenient access to library card registration online, the new process will enable the Library to improve efficiency by replacing a traditional paper-based process with the electronic registration forms. The transition to a paperless, online card registration will save an estimated \$58,000 annually in materials and staff time associated with the current registration process.

Additional changes to the current policy are recommended based upon the survey results, as well as interactions with, and suggestions from library card applicants. In recognizing that the current list of acceptable documents for proof of residency includes choices that have become far less common, such as an imprinted personal check or a land line phone bill, the revised policy expands the qualified forms to include a valid student ID, report card, current school schedule, dorm contract, or proof of status as a homeschooled student registered with Leon County Schools. The proposed policy also recognizes that teens who are licensed and drive themselves to the library are anxious to obtain a library card. However, currently they are prohibited from doing so without a parent’s signature. The proposed changes to the policy allow students 16 years of age and over to apply for a library card without parental consent.

#### *Next Steps*

The Library’s automation vendor is prepared to complete the necessary system updates. Thereafter, the new card registration process will be tested, and staff will be trained to resolve any issues that may arise for patrons. Pending the Board’s approval of the proposed revised policy, the online card registration module is anticipated to launch in November.

Once online registration has launched, the Library will work closely with local K-12 schools to promote card registration to their students. Schools coordinating field trips to the Library will now ask that parents preregister online so their student can receive their card and check out items during the trip. Library staff will also visit elementary schools to promote and help facilitate card registration in coordination with the school media specialists. A special focus for the 2019-2020 school year will be second graders. Stemming from discussion with LCS media specialists, this effort is intended to support students with access to library resources for reading and related skill-building before they enter third grade where they will be required to take the Florida Standards Assessments (FSA) English Language Arts exam.

Online card registration will be also promoted countywide through the County and Library website, social media, radio, and the County LINK. Additionally, Library staff have compiled a schedule of community events where they will setup a table or booth for attendees to register for a free library card using the tablets purchased for the Library or other mobile devices.

**Options:**

1. Adopt proposed revised Policy 19-X, “Eligibility for Library Cards”(Attachment #1), thereby repealing the current Policy No. 98-11
2. Do not adopt revised Policy 19-X, “Eligibility for Library Cards”, and maintain the current Policy No. 98-11
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Revised Policy 19-X, “Eligibility for Library Cards”
2. Current Policy No. 98-11 “Eligibility for Library Cards”

# **Board of County Commissioners Leon County**

## **Policy No. 19-\_\_**

Title: Eligibility for Library Cards

Date Adopted: October 15, 2019

Effective Date: October 15, 2019

Reference: N/A

Policy Superseded: Policy No. 95-4, Eligibility for Library Cards, adopted June 13, 1995; Policy No. 98-11, "Eligibility for Library Cards," adopted October 13, 1998; revised March 23, 2010; revised April 8, 2014

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-11 entitled Eligibility for Library Cards adopted by the Board of County Commissioners on April 8, 2014, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

The LeRoy Collins Leon County Public Library System issues library cards to facilitate the loan of materials, access to electronic and other resources, and use of public computers. Although library cards are issued based upon an individual's eligibility, a person's right to use the library shall not be denied because of age, disability, gender, gender identity, national origin, race, religion, sexual orientation, socioeconomic or resident status.

Library cards are only issued to individuals, not to groups/organizations. Individuals may apply for a card in person or online.

### **I. Eligibility Criteria for Leon County Resident Library Cards**

- A. Any person, age 16 and up, residing in Leon County who can show proof of residency of the type listed in this policy is eligible to apply for a free library card in person or online.
- B. Children under the age of 16, residing in Leon County must have a parent or guardian complete the card application on their behalf, and show proof of residency. Parents or guardians are responsible for items checked out by their children.

### **II. Proof of Leon County Residency**

The following documents may be used as proof of residency and/or eligibility for a free library card.

- A. Valid Florida driver's license or Florida identification card indicating the individual's name and current residential street address in Leon County; or
- B. If the Florida driver's license or Florida ID indicates a P.O. Box or any address other than the current residential street address, one additional form of

identification, indicating their current Leon County address, is required from the list below:

- 1) Current lease agreement, dormitory contract, or rent receipt
- 2) Recent cable, phone or utility bill with customer's street address
- 3) Current automobile registration
- 4) Recent property tax or mortgage payment receipt
- 5) Leon County voter registration card
- 6) Recent bank statement with same information

### **III. Eligibility Criteria and Proof of Eligibility for Nonresident Library Cards**

The following nonresidents of Leon County are eligible to apply for a **free** library card:

- A. Leon County property owners who reside outside Leon County.
  - 1) These individuals must present a current state-issued photo ID and a Leon County property tax receipt as evidence of eligibility.
- B. Employees of Leon County including the Board of County Commissioners, Clerk of the Courts, Court Administrator, Public Defender, Sheriff, State's Attorney, Supervisor of Elections, and Tax Collector.
  - 1) Any of these employees who reside outside of Leon County must present an employee ID, or any current photo ID and recent pay stub, as evidence of eligibility.
  - 2) Employees of these entities with valid library cards at retirement shall maintain their free card status.
- C. Students enrolled in any school, college or university located in Leon County.
  - 1) These individuals must present a valid student ID, report card, current school schedule, dorm contract, or proof of status as a homeschooled student registered with Leon County Schools, as evidence of eligibility.
  - 2) Students under the age of 16 must have a parent or guardian complete the card application and present a state issued photo ID. Parents or guardians are responsible for items checked out by their children.

The following nonresidents of Leon County are eligible to apply for a **paid** library card:

- A. Individuals who do not meet the eligibility criteria in III. A., B. & C. and do not reside in Leon County must provide a valid driver's license, state-issued identification card or other valid photo ID to confirm their identity and pay for a card at a rate of \$10 for three months; \$20 for six months; or \$30 for one year.

### **IV. Replacement Cards**

Lost cards may be replaced by presentation of personal identification and payment of \$2 for adults and \$1 for children under the age of 16.

# Board of County Commissioners Leon County

## Policy No. 98-11

Title:	Eligibility for Library Cards
Date Adopted:	April 8, 2014
Effective Date:	April 8, 2014
Reference:	n/a
Policy Superseded:	Policy No. 95-4, "Eligibility for Library Cards," adopted June 13, 1995; Policy No. 98-11, "Eligibility for Library Cards," adopted October 13, 1998

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-11 entitled "Eligibility for Library Cards" adopted by the Board of County Commissioners on March 23, 2010, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

Any person residing in Leon County who can show proof of residency of the type listed in this policy is eligible to apply for a free library card. Cards are issued to individuals, not groups. Individuals must apply for a card in person. Children under the age of 18 must have parental or guardian co-signature on the card application. Children under the age of 18 who apply for a card must be accompanied by a parent or guardian for co-signature. Parents or guardians are responsible for items checked out by their children. A parent or guardian co-signing with a child under the age of 18 must present photo identification and proof of residency. The parent or guardian may not have delinquencies on his or her own card nor on other minors' cards for which the parent or guardian cosigned.

Individuals who live outside Leon County but who own property in Leon County or are employees of Leon County are eligible to apply for a free library card.: Board of County Commissioners, Sheriff, Supervisor of Elections, Clerk of the Courts, Tax Collector, Public Defender, State's Attorney, and Court Administrator, Leon County employees must provide a current pay stub, and Leon County property owners, who reside outside Leon County, must provide a tax receipt as evidence of eligibility.

Other individuals who do not meet these two eligibility criteria and who do not reside in Leon County must pay for a card at a rate of \$10 for three months; \$20 for six months or \$30 for a year.

Lost cards may be replaced by the library upon presentation of the required proof of residency and payment of \$2 for adults and \$.50 for children under the age of 18.

Individuals who apply for a library card must present photo identification. If the photo identification does not show the individual's current local street address, proof of residency in Leon County may be in the form of any one of the documents listed that shows the name of the applicant and the current Leon County street address of residency.

The following documents may be used as proof of residency in Leon County:

1. Florida driver's license
2. Florida identification card
3. Personal check with name and current Leon County street address imprint
4. Current lease agreement or rent receipt
5. Current utility, cable or land line phone bill
6. Automobile registration
7. Current property tax or mortgage payment receipt

*Revised 4/8/2014*

**Leon County  
Board of County Commissioners  
Notes for Agenda Item #15**



# Leon County Board of County Commissioners

## Agenda Item #15

October 15, 2019

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

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

**Title:** FY 2020 LIFT Program Services Agreement with DISC Village and Public Safety Coordinating Council Funding Recommendation

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Teresa Broxton, Director, Office of Intervention and Detention Alternatives

### **Statement of Issue:**

This item seeks Board consideration of the Public Safety Coordinating Council's (PSCC) recommendation to enter into an agreement with DISC Village to provide reentry services through the Leverage Interventions For Transformation (LIFT) Program.

### **Fiscal Impact:**

This item has a fiscal impact. Funding in the amount of \$100,000 is available in the Diversion Program account to support initiatives proposed by the Public Safety Coordinating Council to address jail population management.

### **Staff Recommendation:**

Option #1: Accept the Public Safety Coordinating Council's recommendation to support the Leveraging Interventions for Transformations (LIFT) Program and approve an Agreement with DISC Village for LIFT Program Services for FY 2020, in a form approved by the County Attorney, and authorize the County Administrator to execute.

## Report and Discussion

### **Background:**

This item seeks Board consideration of the Public Safety Coordinating Council's (PSCC) recommendation to enter into an agreement with DISC Village to provide reentry services for offenders transitioning from the Leon County Detention Facility and approval of the FY 2020 Leveraging Interventions for Transformations (LIFT) Program Services Agreement with DISC Village.

The continued funding of the Leveraging Interventions for Transformations Program would advance the following FY2017-FY2021 Strategic Initiative:

- *Continue to evaluate the effectiveness of our existing County supported reentry programs, explore other opportunities to further enhance reentry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-11)*

This particular Strategic Initiative aligns with the Board's Quality of Life priority:

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

Programs providing reentry services for offenders transitioning from incarceration back into the community are a nationally recognized best practice in reducing recidivism and enhancing public safety. As a part of the annual budget process, the Board has historically allocated \$100,000 for jail diversion programs and designated the Public Safety Coordinating Council (PSCC) to make recommendations on the most appropriate ways to invest the funds to assist in jail population management.

In compliance with Section 951.26, Florida Statutes, the PSCC consists of representatives from the following agencies: the State Attorney; the Public Defender; the chief circuit judge; the chief county judge; the chief correctional officer; the sheriff, or a member designated by the sheriff, if the sheriff is not the chief correctional officer; the state probation administrator; the chairperson of the county commission; or another county commission designee; the director of any county probation or pretrial intervention program; the director of a local substance abuse and state jobs programs and other community groups who work with offenders and victims.

The PSCC meets regularly to review and discuss the inmate population and best practices in jail population management. At each meeting, the PSCC receives trend data on inmate demographic and detention status (pretrial or post-sentence), as well as updates on variety of jail diversion programs, such as the Misdemeanor Mental Health docket, Veterans Treatment Court, Felony Drug Court, Reentry and electronic monitoring services. The Council identifies options that would ensure the Detention Facility's resources are reserved for those who pose a risk to public safety. Each year, the PSCC provides the Board with a funding recommendation for a program to assist in jail population management.

The LIFT Program was created by DISC Village in 2010 in response to the PSCC's request for a program that would address females who were experiencing repeated incarcerations in the Leon County Detention Facility. Based on a successful reentry model, the LIFT Program offers services to offenders while incarcerated and provides immediate and long-term services after the offender returns to the community. After illustrating success with female offenders, in 2012 the PSCC recommended expanding the LIFT Program to include male offenders. LIFT Program services include employability and life skills training, substance abuse education, Microsoft Suite training, Safe Food Handling certifications and other specialized training as needed. Immediately following release, the offender is provided referrals to community partners for emergency needs such as food, clothing, housing, and transportation. LIFT staff continues to offer support and assistance to offenders after their release in securing employment and other services as needed.

It should be noted that following the Crime Statistics Workshop in October 2017, the Board approved a one-time allocation of \$87,783 to enhance public safety and crime prevention and directed the PSCC to evaluate and recommend strategies to further the initiative. After completing a Request for Proposals (RFP) and receiving a recommendation from the PSCC, the Board approved an Agreement with Bethel Ready4Work Tallahassee Reentry Program (Ready4Work). Based on the U.S. Bureau of Justice Statistics research, offenders who do not participate in a reentry program are 67% more likely to return to jail or prison within 3 years of release.

The Ready4Work Reentry Program provides services such as risk/needs and employability assessments, mental health and substance abuse counseling, job skills training, case management and job placement services. Ready4Work enrolled its first participant in June 2018. As of June 2019, 27 former Leon County Detention Facility (LCDF) inmates have been enrolled and 17 have successfully completed all elements of the program. Of the 17 that completed, 63% remain arrest free. The Ready4Work Agreement was structured to provide compensation on a fee for services rendered basis. Approximately \$20,000 remains of the one-time allocation. The PSCC has supported Ready4Work's request to carry forward the remaining funds for the continuation of its services through FY 2020.

### **Analysis:**

At its September 19, 2019 meeting, the PSCC voted to support DISC Village's LIFT Program for FY 2020, and authorized the PSCC Chairman to submit a letter of recommendation to the Board (Attachment #1).

According to the LIFT Program's most recent quarterly report (Attachment #2) since October 2010, a total of 304 inmates have been enrolled for reentry services. Of the 304, 302 have been released from incarceration, 195 (65%) of which remain arrest free. The LIFT Program provides services to approximately 34 inmates each year.

DISC Village has previously been compensated 50% of the allocation at the beginning of the fiscal year and the remaining 50% disbursed mid-fiscal year regardless of the number of clients served. To ensure greater accountability in the delivery of the services, the FY 2020 Agreement is structured on a fee for services basis. The fee for service approach is consistent with how the

Bethel Ready4Work Reentry contract is structured. DISC Village has agreed with the fee service approach as part of the new year contract.

**Options:**

1. Accept the Public Safety Coordinating Council's recommendation to support the Leveraging Interventions for Transformations (LIFT) Program and approve an Agreement with DISC Village for LIFT Program Services for FY 2020, in a form approved by the County Attorney, and authorize the County Administrator to execute.
2. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. September 25, 2019 Letter of Recommendation from the Public Safety Coordinating Council
2. DISC Village, LIFT Program, Third Quarterly Report FY 18/19



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 [www.leoncountyfl.gov](http://www.leoncountyfl.gov)

### Commissioners

JIMBO JACKSON  
District 2  
Chairman

BRYAN DESLOGE  
District 4  
Vice Chairman

BILL PROCTOR  
District 1

RICK MINOR  
District 3

KRISTIN DOZIER  
District 5

MARY ANN LINDLEY  
At-Large

NICK MADDOX  
At-Large

VINCENT S. LONG  
County Administrator

HERBERT W.A. THIELE  
County Attorney

September 25, 2019

The Honorable Jimbo Jackson  
Chairman  
Leon County Board of County Commissioners  
301 S. Monroe Street  
Suite 500  
Tallahassee, FL 32301

Dear Chairman Jackson,

On behalf of the Public Safety Coordinating Council, this letter requests Board acceptance of our recommendation to enter into an Agreement with DISC Village to provide reentry services through the Leveraging Interventions for Transformation (LIFT) Program.

Funds in the amount of \$100,000 are available in the FY 2020 Budget Diversion Program account to support initiatives proposed by the PSCC to address jail population management.

The LIFT Program has proven to be an effective tool in addressing jail population management by providing life and career skills training to assist offenders as they transition from the Leon County Detention Facility back to the community. The PSCC supports the reentry services model as it has shown positive results in reducing recidivism.

Should the Board have any questions regarding the PSCC's recommendation, I would be happy to address them when an agenda item on this matter is presented to the Board at the Tuesday, October 15, 2019 regular meeting

Respectfully,

Bill Proctor  
Chairman, Public Safety Coordinating Council

cc: Board of County Commissioners  
Public Safety Coordinating Council Members



# **L.I.F.T PROGRAM**

## **(Leveraging Interventions for Transformations)**

### **DISC VILLAGE, INC.**

*John Wilson, Chief Executive Officer*

*Carolyn "Freda King", Program Director*

### ***Quarterly Report***

### ***(April 1<sup>st</sup> 2019-June 30, 2019)***

### **Program Narrative:**

The Leveraging Interventions for Transformations Program, more commonly known as L.I.F.T, has served 304 male and female trustees, housed in the Leon County Jail since October 2010. As of the month June 2019, L.I.F.T has served two-hundred and forty-two (251) male trustees and fifty-three (53) female trustees with intensive therapeutic and skills-based training. The primary mission of the LIFT Program is to reduce recidivism and lessen the number of offenders housed at the Leon County Jail. L.I.F.T has modeled its program to be a holistic approach by providing readily available, well-coordinated, essential services to women and men while incarcerated for an average of 10-12 weeks and during the post-release phases which average 6-9 months. These services include case management, substance abuse and trauma education, life skills, employment and vocational training, job placement assistance, continued education services, advocacy for public health, child welfare, housing, and transportation assistance.

### **Consumer Enrollment and Demographics:**

The LIFT Program is contracted to serve 40 participants during each twelve-month funding period. Since it's initial funding in October 2010 through the most recent funding period ending in September 2019, the program was projected to serve 360 participants. DISC Village and LCJ deemed 304 trustees suitable for services. This represents 84% of the anticipated enrollment goal.

Descriptor of Demographic Info	Data
Average of Age	31 years
African-Americans Served	68%
Caucasians Served	32%
Low income (food stamp eligible)	95%
Have dependent children under 18	45%
Homeless Upon Release	17%
History of Substance Use/Abuse	86%
History of Mental Health Diagnosis	32%
Need transportation support	79%

Based on findings in the Bureau of Justice statistics demonstrate a correlation between high dropout rates and criminality. LIFT has reviewed the educational backgrounds of its consumers.

Geographic Areas Served	Data
Leon County Residents	77%
Surrounding Counties in Big Bend	7%
Other Florida Counties	12%
Georgia/ Alabama/other States	4%

Educational Background	Data
>Less than 12 <sup>th</sup> grade completed	38% (116)
HSD/GED Completed	27% (82)
At least some post-secondary, no degree	23% (70)
Earned a credential (Voc. Cert, degree)	12% (36)

### **Program Support Services:**

The LIFT Program has provided case management, which included completing food stamp applications, online job applications, located temporary housing, worked with the Tax Collector's Office, so clients could receive a Florida I.D., revised resume and cover letters, food and employment assistance, substance abuse and educational services and work with community partners to help consumers with other services. Additionally, we help consumers file motions to convert court costs into community service hours and then we help consumers find volunteer placement.

<b>April 1<sup>st</sup>-June 30<sup>th</sup>, 2019</b>	
<b>Support Services Provided</b>	<b>Data</b>
LIFT-Office Visits	18
Communication via Phone/Email/Letter	69
Florida State I.D/Birth Certificate	1
Seven Day Bus Pass	4
Goodwill Voucher	2
Gift Card, for food and toiletries'	5

The program also offers stipends to pay for replacement driver's licenses, birth certificates, and gift cards to help with food/toiletries. Additionally, The LIFT Program pays a \$30.00 enrollment fee for participants scoring lower than a 9<sup>th</sup> grade on any area on the TABE to be enrolled in adult basic education/GED training while in jail. The current GED testing fee is \$128.00

### **Success Story:**

A.K. is a LIFT participant who served six months in the Leon County Detention Facility in 2015 for VOP/FTA/Sale of Cannabis within 1,000 feet of College. Upon his release, consumer returned to Orlando and enrolled in Seminole Community College and obtained employment at Cheddars' restaurant. Since then, consumer moved to Tampa and is currently working on his Master's Degree (USF) and is still employed with Cheddars' as well as working as a Teacher's Assistant at the University of South Florida. Consumer texted Mrs. King in May 2019 and asked if she would write a reference letter, so he would have an opportunity to advance in management training for Darden Restaurants. Mrs. King called consumer and obtained the information for the reference letter, which included information regarding his participation in the LIFT program. Mrs. King emailed the letter and consumer stated he was very thankful for her continued support and the staff that helped him while he was in the LIFT program. Lastly, Consumer did obtain the management position and he will maintain contact with the LIFT staff.

The LIFT Program has provided reentry services to participants both during their post-sentence incarceration in the Leon County Detention Facility and in the community following their release. The following provides a summarization of the 302 participants who have completed the LIFT Program and been released from the LCDF (2 participants are pending release from custody):

- 195 (64%) remain in the community without any new arrests
- 93 (31%) have been re-arrested since their completion of the program
- 14 (5%) were administratively removed from the Program or did not report for Program services upon release from custody

Notably, the LIFT Program continues to provide services to all participants regardless of whether or not they recidivate. Of the 93 participants who were re-arrested following their return to the community, 39 are currently receiving or have received reentry services such as employment assistance, mental health services with community partners, assistance in obtaining personal documents, and enrolling in school to help in the reintegration into the community.



DISC VILLAGE, INC. L.I.F.T. PROGRAM GOALS	PERFORMANCE						Attachment #2 Page 4 of 4
	Year 1-9 GOAL	Enrolled to Date	Successful Completion	Failure	Pending Completion	Successful Completion Rate (100% - Failure/Enrolled to Date)	
<b>1. ENROLLMENT</b>	360	304	304	0	0	84%	
<b>2. SERVICES</b>							
a. Provide an orientation and assessment for all consumers	360	304	304	0	0	100%	
b. Provide all consumers an individual case plan	360	304	304	0	0	100%	
c. 85% of consumers complete Employability Skills training	306	304	269	35	0	88%	
d. 85% of consumers complete Life Skills training	306	304	266	38	0	88%	
e. 85% of consumers will complete Substance Abuse education/counseling	306	292	241	63*	0	83%	
f. 85% of consumers will complete at least one vocational training in Microsoft (Word, Excel, Power Point, Safe Food Handling, etc.)	306	304	267	37	0	88%	
<b>3. POSITIVE OUTCOMES</b>							
a. 100% of consumers enrolled in LIFT will comply with the rules of the Leon County Jail and be released as scheduled.	360	304	262	40	2	87%	
b. 65% of consumers released will not recidivate into the Leon County Jail within the next two years.	234	304	195	107	2	65%	
c. 65% of consumers released will obtain employment, either full or part-time or enroll in post-secondary school.	234	304	211	37	56	88%	

\* Substance abuse education services began as a component of the LIFT Program in October 2011

**Leon County  
Board of County Commissioners  
Notes for Agenda Item #16**

# Leon County Board of County Commissioners

## Agenda Item #16

October 15, 2019

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

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

**Title:** Engineering Design Services for Phase I and Phase II of the Smith Creek Road (CR375) Bicycle Lanes and Safety Improvement Projects

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
<b>Lead Staff/ Project Team:</b>	Chris Muehlemann, P.E., Chief of Engineering Design Felton Ard, P.E., Customer Support Engineer Shelly Kelly, Purchasing Director

### **Statement of Issue:**

This item seeks Board consideration to authorize the County Administrator to negotiate and execute an Agreement for the Engineering Services fee with HDR Engineering for the design and permitting of Phase I and Phase II of the Smith Creek Bicycle Lanes and Safety Improvements Project.

### **Fiscal Impact:**

This item has a fiscal impact. The entire cost of the project is being funded by the Federal Highway Administration and the Florida Department of Transportation (FDOT). \$244,205 in funding to pay for the design and engineering has been previously budgeted and will be included in the FY 2019 carryforward.

### **Staff Recommendation:**

Option #1: Authorize the negotiation of the design services fee with HDR Engineering, and the next two ranked firms if necessary, for the engineering design services and permitting of Phase I and Phase II of the Smith Creek Bicycle Lanes and Safety Improvement Projects (Attachment #1) and authorize the County Administrator to execute the agreement.

## **Report and Discussion**

### **Background:**

The engineering services Agreement for the Smith Creek Road (CR375) Bicycle Lanes and Safety Improvement Projects would advance the following FY2017-FY2021 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.*

This item seeks Board consideration to authorize the County Administrator to negotiate the Engineering Services Fee with HDR Engineering for the engineering design and permitting for Phase I and Phase II of the Smith Creek Road (CR375) Bicycle Lanes and Safety Improvement Projects.

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. 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 project scopes are to add 5-foot paved bike lanes on both sides of the road and to overlay/re-stripe approximately 2.3 miles of the roadway beginning at the State Road 20 intersection (Attachment #2).

At the March 27, 2018 and December 11, 2018 meetings, respectively, the Board authorized Local Agency Program Agreements with Florida Department of Transportation (FDOT) for the design of Phase I bicycle lanes on a 1.3 miles section of Smith Creek Road (Attachment #3), and design of Phase II bicycle lanes on an additional 1.0 mile section of Smith Creek Road (Attachment #4).

### **Analysis:**

The Request for Proposals (RFP) for Phase I and Phase II Design Services for the Smith Creek Road Bicycle Lanes and Safety Improvements was electronically posted on June 5, 2019. The project was also advertised in the legal notices section of the Tallahassee Democrat. The County received proposals from five firms on July 23, 2019 (Attachment #5). The five firms that submitted proposals were DRMP, Genesis Halff, George and Associates, Mead and Hunt, and HDR Engineering.

The County's formal Proposal Review Process consists of two parts. The written proposals are first reviewed and ranked by the individual RFP Evaluation Committee members. Through this

review, the Committee then develops a short list of 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 included in the evaluation process because they are prohibited when the projects are federally funded. 75% of this project is funded by the Federal Highway Administration through FDOT.

The written proposals were reviewed and ranked individually by each Committee Member. The scoring results indicated that the highest ranked firm (HDR Engineering) was only four points higher in total score than the lowest ranked firm. Based upon the close spread of the written scores, the Committee recommended that all five firms be short listed for interviews (Attachment #6).

After all firms were interviewed, the Committee calculated the scores from both the written proposals and the interviews, which resulted in a tie between Genesis Halff and HDR Engineering. Due to HDR Engineering scoring higher on the written portion of the proposal, the Committee recommended HDR Engineering as the top-ranked firm (Attachment #7) If the negotiations are unsuccessful with HDR, staff recommends that negotiations proceed with the next ranked firms of Genesis Halff followed by George and Associates.

It is anticipated that the design activities will be completed by Summer 2020. After the design work is complete, two additional LAP Agreements will be presented to the Board for the funding of construction as required by FDOT.

### **Options:**

1. Authorize the negotiation of the design services fee with HDR Engineering, and the next two ranked firms if necessary, for the engineering design services and permitting of Phase I and Phase II of the Smith Creek Bicycle Lanes and Safety Improvement Projects (Attachment #1) and authorize the County Administrator to execute the agreement.
2. Do not authorize the negotiation of the design services fee for the engineering design services and permitting of Phase I and Phase II of the Smith Creek Bicycle Lanes and Safety Improvement Projects.
3. Board direction.

### **Recommendation:**

Option #1

### **Attachments:**

1. Draft Agreement
2. Project Location Map
3. March 27, 2018 Agenda Item for approval of Agreement with FDOT for Phase I Design
4. December 11, 2018 Agenda Item for approval of Agreement with FDOT for Phase II Design
5. RFP Tabulation Sheet
6. Recommended firms based on Written Proposal Scores
7. Notice of Intended Decision of Award and Interview Score results

## DRAFT AGREEMENT

### 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 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 Smith Creek Road Bike Lanes and Safety Improvements in accordance with: 1) Bid# BC-00-00-19-00 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. TIME

This contract will become effective on August 1, 2019 or on the last date signed by both parties and expire March 1, 2020. 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. CONTRACT SUM

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, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims 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. 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(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS 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 sub-contractor 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. VENUE

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.**

DRAFT

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_  
Vincent S. Long  
County Administrator

By: \_\_\_\_\_  
President or designee

Date: \_\_\_\_\_

Printed  
Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

BY: \_\_\_\_\_

Date: \_\_\_\_\_

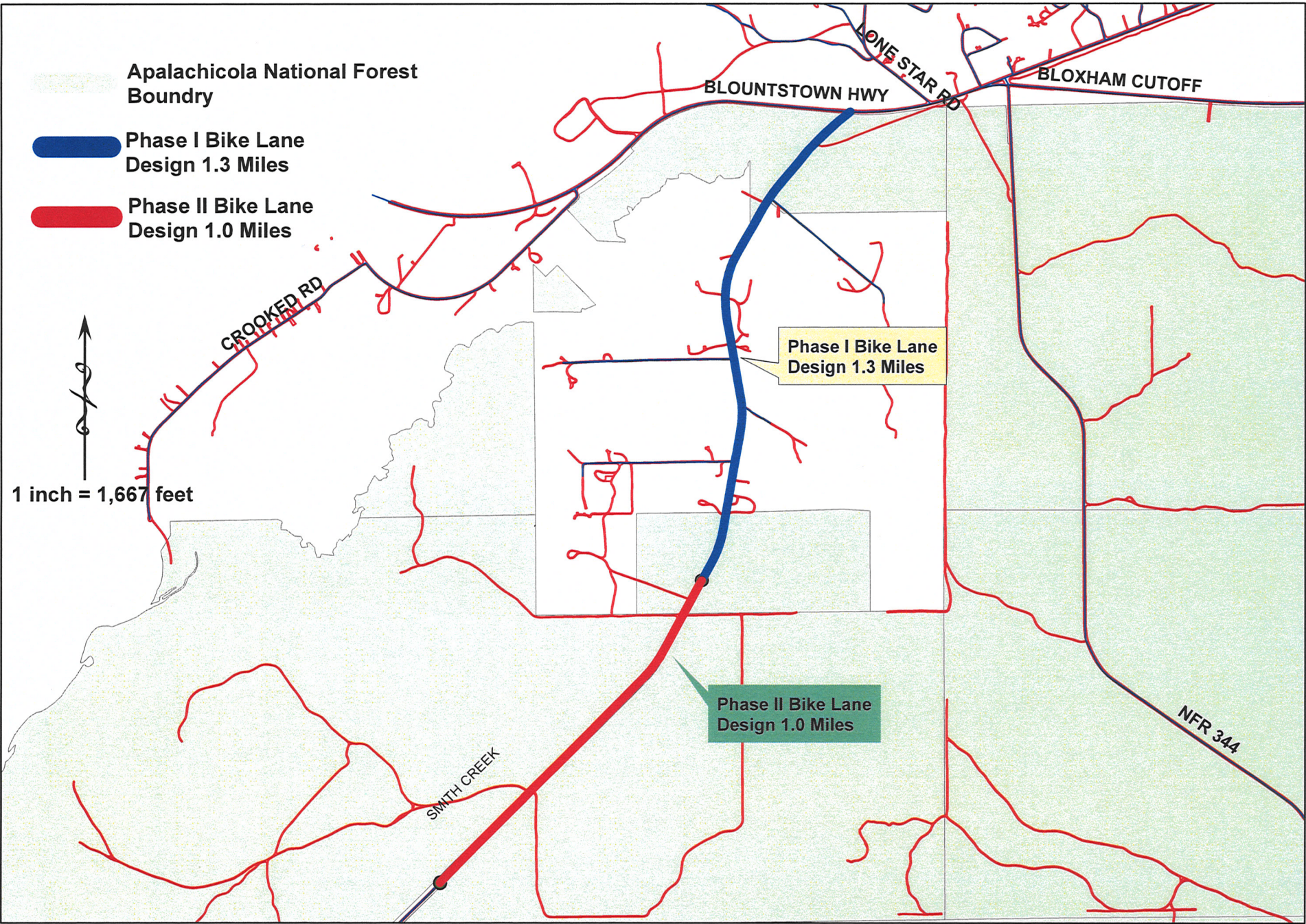
Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esquire  
County Attorney

Date: \_\_\_\_\_



# LEON COUNTY



## BIKE LANE DESIGN FOR SMITH CREEK RD./ COUNTY ROAD 375.



# Leon County Board of County Commissioners

## Agenda Item #8

March 27, 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 Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375)

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
<b>Lead Staff/ Project Team:</b>	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 \$110,000 for the 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. The 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 agenda item realizes \$110,000 from the FDOT toward the project costs for the design of the proposed bicycle lanes. No County match is required. After completion of the design, a future agenda item will be presented to the Board in Fiscal Year 2019 for authorization of a second LAP Agreement with the FDOT to secure the remaining funding for the construction aspects of the project estimated at \$890,000.

### **Staff Recommendation:**

See next page.

Title: Local Agency Program Agreement Between Leon County and Florida Department of Transportation for the Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375)

March 27, 2018

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**Staff Recommendation:**

- Option #1: Approve the Local Agency Program Agreement with Florida Department of Transportation for the 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 \$110,000 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 Bicycle Lanes on a Portion of Smith Creek Road (CR375)

March 27, 2018

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## **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) to design bicycle lanes on a portion of Smith Creek Road. FDOT will provide funding of \$110,000 for project design through this Agreement. This item also seeks Board adoption of a Resolution as required by FDOT in paragraph one of the Agreement.

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.

### **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 current project scope is to add 5-foot paved bike lanes on both sides of the road and to overlay/re-stripe approximately 1.3 miles of the roadway beginning at the State Road 20 intersection. 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).

Two LAP Agreements will be needed to secure the entire award. After completion of the Project Design LAP Agreement associated with this agenda item, a second agenda item will be presented to the Board in Fiscal Year 2019 for authorization of a second LAP Agreement with the FDOT to secure the remaining funding for the construction aspects of the project. A Budget Amendment Request for \$890,000 will be included as part of the subsequent agenda item.

Title: Local Agency Program Agreement Between Leon County and Florida Department of Transportation for the Design of Bicycle Lanes on a Portion of Smith Creek Road (CR375)

March 27, 2018

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Twenty thousand dollars (\$20,000) will be retained within FHWA-Eastern Federal Lands Highway Division (EFLHD) for Project Management.

If the Agreement is approved, it is anticipated that the project design selection process will begin in Spring 2018, and all design activities will be completed by the end of June 30, 2019. After design work is complete, another LAP Agreement will be presented to the Board for the funding of construction in summer of 2019.

**Options:**

1. Approve the Local Agency Program Agreement with Florida Department of Transportation for the 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 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 \$110,000 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 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

# 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)

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
<b>Lead Staff/ Project Team:</b>	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

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**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

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## **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

Page 4

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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

LEON COUNTY PURCHASING DIVISION  
RFP TABULATION SHEET  
BC-07-10-19-12

RFP Title: Design Services for Smith Creek Road Bike Lanes and Safety Improvements

Opening Date: Wednesday, July 23, 2019 at 2:00 PM

Item/Vendor	DRMP	Genesis Hall	George F Assoc.	Mead & Hunt
Response Sheet with Manual Signature	✓	✓	✓	✓
Affidavit Immigration	✓	✓	✓	✓
Equal Opportunity/Affirmative Action Statement	✓	✓	✓	✓
Public Entity Crimes Statement	✓		✓	✓
Truth in Negotiation Certification	✓	✓	✓	✓
Insurance Certification	✓	✓	✓	✓
Conflict of Interest/Confidentiality Certification	✓	✓	✓	✓
Non-Collusion Affidavit	✓		✓	✓
Debarment for Federal Aid Contracts	✓		✓	✓
Certification/Debarment	✓	✓	✓	✓
Vendor Eligibility Check	✓		✓	
Disclosure of Lobbying Activities-Federal Aid Contracts	✓	✓	✓	✓
Disclosure of Lobbying Activities	✓	✓	✓	✓
FDOT Drug Free Workplace Program Certification	✓		✓	✓

Tabulated By:

Appendix  
W. Hooley

Ben Fiskund



LEON COUNTY PURCHASING DIVISION  
RFP TABULATION SHEET  
BC-07-10-19-12

Attachment #5  
Page 2 of 2

RFP Title: Design Services for Smith Creek Road Bike Lanes and Safety Improvements

Opening Date: Wednesday, July 23, 2019 at 2:00 PM

Item/Vendor	HDR Engineering		
Response Sheet with Manual Signature	✓		
Affidavit Immigration	✓		
Equal Opportunity/Affirmative Action Statement	✓		
Public Entity Crimes Statement			
Truth in Negotiation Certification	✓		
Insurance Certification	✓		
Conflict of Interest/Confidentiality Certification	✓		
Non-Collusion Affidavit			
Debarment for Federal Aid Contracts			
Certification/Debarment	✓		
Vendor Eligibility Check			
Disclosure of Lobbying Activities-Federal Aid Contracts	✓		
Disclosure of Lobbying Activities	✓		
FDOT Drug Free Workplace Program Certification			

RECEIVED  
2019 JUL 23 PM 2:01  
PURCHASING DIVISION  
LEON COUNTY

Tabulated By:

Addendum  
W.B. Hooley

Per M. Ford

RFP: Design Service for Smith Creek Road Bike Lanes and Safety Improvements

RFP NUMBER: BC-07-10-19-12

EVALUATION CRITERIA	MAX PTS	DRMP			HDR Engineering			Genesis Halff			George & Associates			Mead & Hunt		
		FA	JPK	JKi	FA	JPK	Jki	FA	JPK	Jki	FA	JPK	Jki	FA	JPK	Jki
1. Ability of Professional Personnel	20	16	20	20	20	20	20	16	20	20	12	20	20	12	16	20
2. Firm's Experience with Projects of a Similar Type and Size	20	16	20	20	20	20	20	16	20	20	16	20	20	12	20	20
3. Willingness to Meet Schedule and Budget Requiriements	5	5	4	4	5	5	4	5	4	4	5	5	5	5	5	4
4. Effect of Firms Recent, Current, and Projected Workload	5	5	4	3	5	5	3	5	4	3	5	5	4	5	5	5
5. Approach to the Project	30	24	30	24	24	30	24	30	30	24	24	24	30	24	30	30
	80	66	78	71	74	80	71	72	78	71	62	74	79	58	76	79
		71.66666667			75			73.66666667			71.66666667			71		

Evaluation Committee:

Felton Ard \_\_\_\_\_  
John Kraynak \_\_\_\_\_  
Justin Kinsley \_\_\_\_\_





**Leon County Board of County Commissioners  
Notice of Short-Listed Vendors**

Solicitation Title: Design Services for Smith Creek Road Bike Lanes and Safety Improvements  
Solicitation Number: BC-07-10-19-12  
Number of Planholders: 22  
Number of Responses Received: 5

The following vendors responded with bids or proposals:

DRMP, Inc.  
HDR Engineering, Inc.  
Genesis Halff, Inc.  
George & Associates Consulting Engineers, Inc.  
Mead and Hunt, Inc.

**INTENDED SHORT LIST**

The following vendors have been short-listed and will be invited to conduct interviews/presentations on August 19, 2019:

DRMP, Inc.  
HDR Engineering, Inc.  
Genesis Halff, Inc.  
George & Associates Consulting Engineers, Inc.  
Mead and Hunt, Inc.

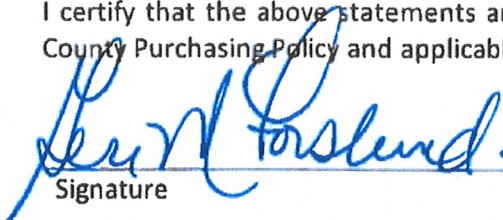
**BID PROTEST:**

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.

  
Signature

Geri M. Forslund  
Name (Printed/Typed)


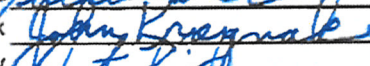
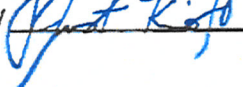
Procurement Administrator  
Title

August 13, 2019 at 9:30 a.m.  
Date and Time of Posting

**Design Services for Smith Creek Bike Lanes and Safety Improvements  
Summary Sheet**

**Interview Ranking**

Vendor/Reviewer	Felton Ard	John Kraynak	Justin Kinsley	Total Score
DRMP, Inc.	5	5	5	5.00
Genesis Halff, Inc.	2	3	1	2.00
George & Associates Consulting Engineers, Inc.	3	2	2	2.33
HDR Engineering, Inc.	1	1	4	2.00
Mead and Hunt, Inc.	4	4	3	3.67

Felton Ard   
 John Kraynak   
 Justin Kinsley 





## Leon County Board of County Commissioners Notice of Intended Decision of Award

Solicitation Title: Request for Proposal: Design Services for Smith Creek Road Bike Lanes and Safety Improvements

Solicitation Number: BC-07-10-19-12

Advertised on Procurement Connect on 06/05/2019

Advertised in the legal notices of the Tallahassee Democrat on 06/05/2019

Number of vendors notified via the internet: 512

Number of planholders: 22

Number of bids/proposals received: 5

The following vendors responded with bids or proposals:

DRMP, Inc.

Genesis Halff, Inc.

George & Associates Consulting Engineers, In.

HDR Engineering, Inc.

Mead and Hunt, Inc.

### INTENDED AWARD

HDR Engineering, Inc.

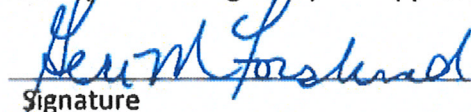
### BID PROTEST:

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.

  
Signature  
Geri M. Forslund  
Name (Printed/Typed)

Purchasing and Contract Administrator  
Title  
08/20/19, @ 4:30 PM  
Date and Time of Posting

## ITEM #17

The following agenda item for the October 15, 2019 Board Meeting, will be distributed under separate cover:

17. Annual Performance Review for the County Administrator, in Accordance with Board Policy No.11-6 “County Administrator Evaluation and Annual Reporting Process”  
*(Chairman)*



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #18**

# Leon County Board of County Commissioners

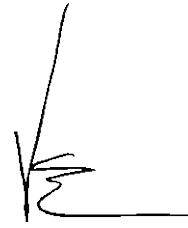
## Agenda Item #18

October 15, 2019

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

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

**Title:** Status Report on the Community Redevelopment Agency's Arts, Cultural and Heritage Grant Program



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

### **Statement of Issue:**

As requested by the Board during the September 17, 2019 meeting, this item provides a status report on the Community Redevelopment Agency's Arts, Cultural, and Heritage Grant Program.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on the Community Redevelopment Agency's Arts, Cultural, and Heritage Grant Program.

## **Report and Discussion**

### **Background:**

As requested by the Board during the September 17, 2019 meeting, this item provides a status report on the Community Redevelopment Agency's Arts, Cultural, and Heritage Grant Program.

On May 25, 2017, the Community Redevelopment Agency (CRA) established a grant program, allocation process and review committee to award the remaining approximate \$3 million of Tourist Development Tax (TDT) funds once dedicated to the performing arts center for cultural projects, programs and expenses in either of the CRA Districts. As part of this effort, the Arts, Culture, and Heritage Review Committee was established to provide guidance to CRA staff on the development and facilitation of the grant program and application review process to determine funding award recommendations to be reviewed by Tourist Development Council (TDC) and subject to final approval by the CRA Board and the County and City Commissions.

At their respective meetings in July 2018, the County, CRA Board, and City each approved the allocation of the approximately \$3 million of TDT funds through the CRA's Arts, Cultural, and Heritage Grant Program to the following projects:

- John G. Riley House Museum "Soul Voices – Frenchtown Heritage Kiosk" (\$189,000)
- LeMoyné Arts "Art for Always" Project (\$1 million)
- TLH Arts, Inc. "Performance and Rehearsal Venue Renovation" (\$1.8 million)

This item provides a status report on CRA's Arts, Cultural, and Heritage Grant Program including the status and timeline for completion of the awarded projects.

### **Analysis:**

Following the approval of the Arts, Cultural, and Heritage Grant Program funding awards in July 2018, the CRA worked with the applicants to develop implementation agreements determining how funding would be disbursed and monitored. As detailed in the Arts, Cultural, and Heritage Grant Program Application Guidelines, allocation of the funding awards by the CRA is on a reimbursement basis contingent upon successful completion of the approved project proposals. As the approximate \$3 million in TDT was awarded to fund a portion of each of the three projects, applicants were required to provide a funding match or pursue additional funding through fundraising efforts prior commencing construction.

In the year since the grant funds have been approved, the Division of Tourism and the Tourist Development Council have been monitoring the progress of the three awarded projects for the Arts, Cultural, and Heritage Grant Program. On September 26, 2019, the CRA Board received an update on the projects (Attachment #1), detailing the status and timeline of fundraising efforts and construction completion, as follows:

*The John G. Riley House Museum "Soul Voices – Frenchtown Heritage Kiosk" project was awarded \$189,000 to support the placement of nine kiosks in the Frenchtown community*

displaying historical photos and recorded content from former Frenchtown residents. The CRA has entered into a funding agreement with the John G. Riley House Museum and fabrication and construction of the markers is underway with installation to be complete by the end of 2019 with a total project cost of \$172,000.

*LeMoyne Arts "Art for Always"* project was awarded \$1 million to support the \$3 million construction of an education center and renovation of the sculpture garden at their current site. Following the award of the grant funds, LeMoyne indicated the need for additional time to raise the remaining \$2 million of project costs prior to entering to commencing construction based on the following timeline:

- August 2019-April 2020: Completion of project design for education center; Multiple fundraising events scheduled.
- July 2020: Commencement of construction of education center.
- May 2021: Completion of construction of education center.
- May-July 2021: Demolition of existing education building; Installation of new plaza/parking lot.
- July 2021: Project completion.

*TLH Arts, Inc.'s "Performance and Rehearsal Venue Renovation"* project was awarded \$1.8 million to support the \$5.6 million renovation of a State-owned building, currently being leased by the City of Tallahassee, into a multipurpose assembly and performance venue. TLH Arts, Inc. has also indicated the need to raise additional funding prior to the commencement of construction; however, ongoing negotiations on lease terms for the site between TLH Arts, Inc., the City, and the State has had an impact on the project design development and fundraising activities. As securing a lease on the building is the key step necessary for the project to move forward, the following timeline for construction is based upon the anticipated finalization of the lease agreement by January 2020:

- October 2020: Completion of project design.
- February 21, 2020: Completion of project permitting.
- March 31, 2021: Commencement of project construction.
- January 31, 2022: Project completion.

In an effort to ensure the TDT funds are utilized for the intended purpose through the Arts, Cultural, and Heritage Grant Program, the CRA Board approved the development of funding agreements with LeMoyne Arts and TLH Arts, Inc. to begin project construction within two years of the original funding approval which occurred in July 2018. The funding award would be rescinded should the recipients fail to meet the timeline for project completion reflected above.

Pursuant to the Third Amendment to the CRA Interlocal Agreement, the CRA Board would be charged with making recommendations for the utilization of the rescinded funds, subject to final approval by both the County and City Commissions.

**Options:**

1. Accept the status report on the Community Redevelopment Agency's Arts, Cultural, and Heritage Grant Program.
2. Do not accept the status report on the Community Redevelopment Agency's Arts, Cultural, and Heritage Grant Program.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. September 26, 2019 CRA Status Update on Arts, Culture and Heritage Program Grant Recipients



## Agenda Item Details

Meeting	Sep 26, 2019 - CRA Board Meeting and Public Hearing
Category	9. Both Districts Policy Formation and Direction
Subject	9.01 Development of funding agreements for the Tourist Development Tax - Arts, Culture and Heritage Program Grant Recipients - Sherri Curtis, CRA
Type	Action
Preferred Date	Sep 26, 2019
Fiscal Impact	No
Recommended Action	Direct staff to develop funding agreements for TDT grant recipients consistent with project schedules identified within this agenda.

For more information, please contact: Sherri Curtis, 891-8354

## Statement of Issue

On July 9, 2018, the City of Tallahassee Community Redevelopment Agency (CRA) Board awarded approximately \$3.0 million in CRA-controlled Leon County Tourist Development Tax (TDT) grant funds to three nonprofit organizations under the Arts, Culture and Heritage Grant Program. The recipients were John G. Riley Museum, LeMoyne Arts Foundation and TLH Arts, Inc.

In the year since the grant funds have been approved, the CRA has entered into an agreement with the John G Riley Museum for their Soul Voices – Frenchtown Heritage Kiosk project, and the project is well underway. The LeMoyne Art Foundation and TLH Arts, Inc. projects have not progressed to the point of construction commencement.

In an effort to begin utilizing the TDT funds as intended, staff sent a letter to the LeMoyne Art Foundation and TLH Arts On August 13, 2019 requesting they provide a timeline outlining fund-raising efforts, as well as design, permitting and construction, and their ability to start construction by July 31, 2020. Staff is requesting approval to develop funding agreements with both LeMoyne Art Foundation and TLH Arts that will provide for completion of these projects. Should either project not meet the agreed schedule, staff is recommending terminating the agreements, thus rescinding the TDT grant funds.

## Recommended Action

Option 1 - Direct staff to develop funding agreements for the TDT grant recipients consistent with the project schedules identified within this agenda.

**Fiscal Impact** None. The grant funds have already been awarded and there is no commitment.

## Supplemental Material/Issue Analysis

### History/Facts & Issues

Approximately \$5 million was collected in Leon County Tourist Development Tax (TDT) funds for the Downtown Performing Arts Center. In December 2014, as part of the third amendment to the Interlocal Agreement governing the CRA's Downtown District, the County, City and CRA agreed the TDT funds could be used for projects and programs related to culture, visual arts, heritage programs, performing arts space or other performing arts projects. A historical timeline of the TDT funds and the process for allocating the funds is outlined in Attachment 1.

The funds can be used in either the Greater Frenchtown/Southside District or the Downtown District provided the uses were authorized under Section 125.0104(5), Florida Statutes (Attachment 2). Specifically the funds can be used to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote certain facilities as authorized by the Local Option Tourist Development Act, as authorized by Section 125.0104 (5), Florida Statutes. Eligible facilities and uses include:

- Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums;
- Publicly owned auditoriums that are operated by 501 (c)(3) not-for-profit organizations;
- Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations;
- The promotion of zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations;
- To promote and advertise tourism in this state and nationally and internationally;
- To fund convention bureaus, tourist bureaus, tourist information centers, and news bureaus as county agencies; and
- To finance beach park facilities, or beach, channel, estuary, or lagoon improvement, maintenance, renourishment, restoration, and erosion control.

On May 2017, the CRA Board approved the use of up to \$2.1 million in TDT funds for the purchase of 12,955 square-feet of amphitheater operational support space, performance space and flexible event space, as part of the CRA-Cascades Joint Venture development agreement for the Cascades Project development. The Board also authorized staff to move forward with the TDT Arts Funds allocation process for the use of the remaining \$3 million.

The remaining \$3 million was awarded to three non-profit organizations in July 2018. The organizations and their awarded amounts are listed below:

1. John G. Riley Museum - \$189,000. The museum requested \$275,000 but was awarded \$189,000 for the Soul Voices – Frenchtown Heritage Kiosk Project. Due to the reduction in funding, the Museum scaled their project down from fifteen markers/kiosks to nine for an estimated total cost of \$172,000. The project consists of markers displaying historical photos and recorded content from former Frenchtown residents. The markers will be located throughout the Frenchtown community. The Riley Museum has executed an agreement with the CRA for the use of the TDT funds. The Museum has completed the design and historical content for each marker and is currently working on the fabrication and construction. The markers should be completed and installed by the end of this year.
2. LeMoyne Arts Foundation - \$1.0 million. The foundation requested \$3.0 million and was awarded \$1.0 million for their Art for Always project which consists of the construction of an education center and the renovation of the sculpture garden at their current location of 125 Gadsden Street. The total project cost is estimated at \$3.0 million. Following the award of the grant funds, LeMoyne indicated the need to raise additional funds to complete their project.
3. TLH Arts, Inc. - \$1.8 million. Requested \$3.0 million and was awarded \$1.8 million for the renovation of a publicly-owned (State) building located at 206 W. Van Buren Street into a multi-purpose assembly and performance venue. The total project cost is estimated at \$5.6 million. Following the grant award, TLH Arts also indicated the need to raise additional funds to complete their project. TLH Arts will also need to secure a lease agreement on the State building. Currently, the City of Tallahassee holds a lease on this building.

On August 13, 2019, staff sent a letter to the LeMoyne Art Foundation and TLH Arts requesting they provide a timeline outlining fund-raising efforts, as well as design, permitting and construction, and their ability to start construction by July 31, 2020 (Attachment 3). Responses were due to the CRA on September 5, 2019.

The LeMoyne Arts Foundation's *Art for Always* timeline, as illustrated below and in Attachment 4, anticipates starting construction in July 2020 with the education center completed in May 2021, and the remaining project components completed and the facility open for operations in July 2021. In separate correspondence, Kelly Dozier, President, LeMoyne Arts, advised staff the project budget is \$3.0 million, with the \$1.0 million in TDT grant funds and \$2.0 million in funds raised by the LeMoyne Arts Foundation. In addition, the Foundation is working to raise another \$1.0 million for an endowment which will secure the future of this project. Key points from the timeline include:

- August 2019-April 2020: Conduct Capital Campaign and finalize design completion. Multiple donor events scheduled.
- April 2020-June 2020: Permitting and project documents to bid with three local contractors.

- July 2020: Commencement of construction. Site preparation, construction of new building.
- May 2021: Construction complete.
- May-July 2021: Demolish existing education building.
- May-July 2021: Installation of new plaza/parking lot.
- July 2021: Install and construct new sculpture garden.
- July 2021: Begin full operations of new facility. Open for community events.

The TLH Arts, Inc. timeline, shown below and at Attachment 5, anticipates starting construction in March 2021, with construction completed in approximately 10 months (January/February 2022). In their milestone description, TLH Arts advises the uncertainty regarding the lease of the property from FDOT has had a substantial impact on their design and fundraising activities and plans.

- June 18, 2019: City/CRA receives and forwards new proposed draft lease from FDOT (only five (5) years, with one (1) renewal term of five (5) years and \$850 per month for any month in which ticketed events are held); original lease was for initial term of fifty (50) years at no charge.
- September 10, 2019: Consensus between TLH Arts, Inc., and CRA/City staff regarding respective work items, FDOT lease counterproposal/terms.
- Anticipated Notice to Proceed – Fall/Winter 2019.
- Design Phase – 10-12 Months (additional time added for arts community engagement/input).
- Permitting Phase – 4 Months.
- Construction Phase – (Anticipated to begin March 2021) 10 Months.
- Early 2022 – Anticipated Substantial Completion; Occupancy.

The key step necessary for this project to move forward is securing a lease on the State owned building. TLH Arts and the City will need to develop the lease and the final approval will be made by FDOT. Based on this critical step, staff is recommending the following schedule:

- October 30, 2019: Consensus between TLH Arts, Inc., City and FDOT on lease terms.
- January 31, 2020: Lease approved contingent upon project completion.
- October 30, 2020: Design completed
- February 28, 2021: Permitting completed
- March 31, 2021: Construction commences
- January 31, 2022: Substantial completion; Occupancy.

Staff is requesting approval to develop funding agreements with the grant recipients as provided above. Should either project not meet the agreed schedule, staff is recommending terminating the agreements, thus rescinding the TDT grant funds. Per the Third Amendment to the Interlocal Agreement that governs select operations of the CRA, if the grant funds are eventually not provided to one of the current recipients, the use of the funds for a different use requires approval by the CRA, City Commission and County Commission.

### ***Department(s) Review***

#### **Resource Management**

### ***Options***

Option 1: Direct staff to develop funding agreements for the TDT grant recipients consistent with the project schedules identified within this agenda.

Option 2: Board direction.

### ***Attachments/References***

1. Historical Timeline for TDT Art Funds
2. Section 125.0104(5), Florida Statutes
3. August 13<sup>th</sup> letter to LeMoyne Art Foundation and TLH Arts
4. LeMoyne Art for Always Project Timeline



5. THL Arts Project Timeline

Atch 1.pdf (614 KB)

Atch 2.pdf (620 KB)

Atch 3.pdf (2,273 KB)

Atch 4.pdf (1,857 KB)

Atch 5.pdf (4,283 KB)

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #19**

# Leon County Board of County Commissioners

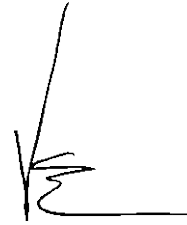
## Agenda Item #19

October 15, 2019

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

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

**Title:** Status Report on Leon County's Bicycle, Pedestrian, and Trail Efforts



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Planning Department
<b>Lead Staff/ Project Team:</b>	Artie White, Administrator of Comprehensive Planning Megan Doherty, Planning Manager, Blueprint Julie Christesen, Transportation Planner Stephen Hodges, Senior Planner TJ Lewis, Planner

### **Statement of Issue:**

This agenda item seeks Board acceptance of a comprehensive report related to bicycle and pedestrian trails throughout the community including a review of all ongoing major activities, an analysis of how other communities have successfully coordinated bicycle and pedestrian initiatives, and an update on the creation of a centralized website for all bike and trail facilities.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on Leon County's bicycle, pedestrian, and trail efforts and the Community Trails Report 2019 (Attachment #1).

## Report and Discussion

### **Background:**

This status report on the County's bicycle, pedestrian and trail efforts provides an update on Leon County programs and initiatives which advance the following FY2017-FY2021 Strategic Initiatives and 5-Year Target:

- *Implement a minimum grid bicycle route network. (2018-12)*
- *Raise awareness of County trails through the Division of Tourism Strategic Plan (2017-5)*
- *Construct 30 miles of sidewalks, greenways and trails (T8)*

These particular Strategic Initiatives aligns with the Board's Quality of Life and Economy Strategic Priorities:

- *(Q1) Maintain and enhance our parks and recreational offerings and green spaces.*
- *(Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.*
- *(EC4) Grow our tourism economy, its diversity, competitiveness and economic impact.*

At the June 18, 2019 Board meeting, the Commission directed staff to prepare a comprehensive report of all efforts in Leon County related to bike and pedestrian trails and to survey how other communities have successfully coordinated bike and pedestrian initiatives. Also included is an update on a new website that will serve as a central public-facing resource for all existing and planned bicycle, pedestrian, and trail facilities.

Leon County currently has an extensive network of bicycle, pedestrian, and trail facilities. Focusing specifically on trails and to promote the region, Leon County created and launched the award winning Trailahassee.com website in 2013, which offers featured trails, interactive maps, blogs, narrative descriptions of local trails, and information on outfitters and associations. Trailahassee.com also includes an innovative "Find a Trail" feature that allows the user to search trails by surface type, skill level, and activity type. In addition, the Planning Department maintains the BikeTallahassee.com website which offers similar information focused on paved and on-street bicycle facilities.

In addition, as discussed in detail below, a new "one-stop shop" website is being developed that will include all the current website's information as well as all existing sidewalks, bike lanes, and all trails and a map of all planned improvements, with information on when the new trails, sidewalks, etc. will be constructed. The website will be maintained to show when new trails, etc. are complete and available for use. Total additional miles planned for construction and the associated time lines for construction will be included on the website after the Blueprint Intergovernmental Agency (IA) approves a final Bicycle and Pedestrian Masterplan and implementation schedule early next year.

Looking to the future, several projects are highlighted in this report that build upon the existing trail network in implementing a world class trail network throughout Leon County. These include the currently under development “one-stop shop” web mapping platform, the CRTPA Bicycle and Pedestrian Master Plan, key trail and greenway projects, and implementation of new bicycle and pedestrian facilities throughout Leon County. The “one-stop shop” web mapping platform will provide a public-facing resource for all community trail information; final naming of this new resource will occur with its roll-out as discussed below. The new website will complement Trailhassee.com and BikeTallahassee.com, as it will provide details on all bicycle and pedestrian facilities, both off and on street, paved and unpaved, on one platform, as well as up-to-date information pertaining to existing and future projects that will help keep the public informed of what new bicycle and pedestrian projects are being planned and built.

The planning and implementation of bicycle, pedestrian, and trail facilities will be discussed at the upcoming CRTPA retreat on October 14, 2019, and at upcoming Blueprint IA Board meetings. It is anticipated the CRTPA will vote on the updated Bicycle and Pedestrian Masterplan at their November 19, 2019 meeting. It will then come before the IA for acceptance concurrent with Blueprint's prioritization of those bike/ped projects within Leon County. Later action by the IA Board will guide future investments.

The Planning Department and Tallahassee-Leon County Geographic Information System (TLCGIS) will work with Leon County Community and Media Relations and the Leon County Division of Tourism to ensure a widespread roll out of the new “one-stop shop” web mapping platform. Following the final branding of the site, the roll-out to the community may include press events, social media posts, targeted outreach to specific user groups and linking to the new platform from existing websites. Additionally, after approval of the Bicycle and Pedestrian Master Plan by the IA, Blueprint staff will work on a draft implementation plan beginning in the winter of 2020 with later action by the IA Board of Directors to guide future investments. Finally, annual updates to the Community Trails Report shall occur annually with routine updates to be provided to the Board of County Commissioners.

### **Analysis:**

Building a world class trail network has been a focus of Leon County for decades with substantial impact having been achieved and recognized today. This priority is reflected across numerous Comprehensive Plan policies, the original Greenways Master Plan and subsequent updates, various iterations of the Regional Mobility Plan, and previous versions of the Bicycle Pedestrian Master Plan. This objective is illustrated and projected to citizens and visitors by the award winning website Trailhassee as well as BikeTallahassee.com. Substantial investment towards this vision has occurred for decades through the Greenways land acquisition program, the funding of trails, sidewalks, and parks by the County and City, and the establishment of related strategies and initiatives as part of the County's strategic planning efforts to continue to invest in these community resources over the next 20 years. To date, numerous pieces of that network are built and ongoing efforts, detailed further in this report, seek to expand our system.

As further detailed in the attached report, the robust bicycle and pedestrian trail system across the City and County presently includes over 1,636 miles of various types of facilities, specifically:

- 616.4 miles of Sidewalks
- 149.9 miles of On-Street Bike Lanes
- 101.3 miles of Paved Shoulders
- 34.8 miles of Paved Shared Use Paths
- 22.7 miles of Shared Lane Markings (Sharrows)
- 9.7 miles of Buffered Bike Lanes
- 1.3 miles of Protected Bike Lanes
- Over 700 miles of Unpaved Trails

Our community has been recognized numerous times for its ongoing investment in building a comprehensive bicycle and trail system. Recent awards and recognition are listed below, and more details are provided in the Community Trails Report (Attachment #1, Page #21), including:

- 4 National Association of Counties (NACo) Achievement Awards for projects that support the bicycle, pedestrian, and trail needs of citizens. In
  - 2014 - Apalachee Regional Park for the premier cross country running facility
  - 2015 - Sales Tax Extension Campaign
  - 2015 - Trailhassee website
  - 2018 - Sidewalk Prioritization and Funding Policy
- 2018 - The City of Tallahassee was awarded the Silver Level Bicycle Friendly Community designation by the League of American Bicyclists (<https://www.bikeleague.org/>).
- 2018 - The City of Tallahassee was recognized as one of the best bike cities by Bicycling Magazine.
- 2016 - People for Bikes awarded Tallahassee the number 3 spot on its list of best new bike lanes for the Downtown- University Protected Bike Lane network.
- 2018 - The City of Tallahassee was re-designated a Silver-level walk friendly community.

In addition to awards, Leon County and Leon County Division of Tourism are often the recipient of earned media due to the focus on communitywide improvements, such as articles in well-known publications like Flamingo Magazine featuring the trail systems and Leon County's rebirth as a cycling county.

The 2019 Community Trails Report, and this agenda item, presents analysis regarding the status of our comprehensive trail network, details regarding the regional update to the Bicycle and Pedestrian Master Plan (a process presently led by the CRTPA). This agenda item previews forthcoming implementation planning for the County and City (to be led by Blueprint in early 2020). In that process the County, City and Blueprint will seek to utilize the 2019 Bike-Ped Master Plan as a foundation to create the next series of major infrastructure investments in greenways and trails over the next 20 years. Moreover, this agenda item presents an update to the Board regarding a new GIS/Planning website, under development at present, that will serve as a new singular resource for ALL bike and pedestrian facilities current and planned. This website will be presented upon completion to the IA Board commensurate with the Blueprint implementation planning

process this winter. Finally, this item details how future updates to the Board shall occur annually moving forward.

#### Overview of Planning and Implementation of Improvements

Leon County works closely with the City of Tallahassee and other local, regional and state organizations on bicycle, pedestrian, and trail efforts. Planning and funding of the trail network are currently distributed among several entities and departments. Each of these entities and departments coordinate closely throughout the planning, design, and construction of the projects.

- The Planning Department is responsible for research, policy analysis, and development and coordination of master planning efforts.
- Blueprint implements these efforts by incorporating trails and sidewalks in many of its stormwater, roadway, and placemaking projects as well as conveying annual funds to the County and City for facility construction as a component of Blueprint 2020.

This coordination is enhanced by having Planning and Blueprint within the Department of PLACE. Both also coordinate closely with the Capital Region Transportation Planning Agency (CRTPA) to ensure local trails connect to a regional system. Additionally, the County and City also design and construct sidewalks and bicycle facilities. Other community partners, such as the Knight Creative Communities Institute (KCCI) also work to improve bicycle, pedestrian, and trail infrastructure throughout the County. They do so through integration of art, culture, and bicycle infrastructure as they implement Placemaking Week and similar efforts, and as they move forward with their 2020 project to build a bike park where community members can learn about bicycle safety.

While successes are clearly visible in the community, staff continues to work towards improving the coordination, planning, and implementation processes. Projects discussed in this report that will further the Leon County's vision of building a world class trail network include the following:

- "One-stop shop" web mapping platform,
- CRTPA Bicycle and Pedestrian Master Plan,
- Key trail and greenway projects, and
- Implementation of bicycle and pedestrian facilities throughout Leon County.

The "one-stop shop" web mapping platform will provide a public-facing resource for all community trail information. As noted above, this platform is currently under development and will include an inventory of all existing sidewalks, bike lanes, and trails, as well as a map of all facilities that are planned, with information on how and when those facilities are proposed to be implemented. The new website will fill in gaps left by Trailahassee and BikeTallahassee.com, as it will provide details on all bicycle and pedestrian facilities, both off and on street, paved and unpaved, as well as information pertaining to existing and future projects. Trailahassee and BikeTallahassee.com both provide extensive information on their particular subject matter, but this new "one-stop shop" will consolidate that information as well as provide project specific information and updates, which aren't currently detailed on either existing website. The development of the platform will be housed by TLCGIS with the content managed by the Planning

Department with input from the CRTPA, Blueprint, Division of Tourism, and other County and City Departments. The platform is anticipated to launch early 2020, depending on the final adoption of the Tallahassee-Leon County Bicycle and Pedestrian Master Plan.

Attachment #1 is a comprehensive report of the efforts to plan and implement bicycle, pedestrian, and trail facilities in our community. As the “one-stop shop” described above is developed, the efforts in the report will also be made available on the web mapping platform. The attached report is structured in the following manner:

- Introduction and Vision
- Planning Framework
- Regional Connectivity
- Outreach and Education
- Implementation

### Vision

The attached report (Attachment #1) begins with an introduction and a summary of the current vision for bicycle, pedestrian, and trail facilities as described in the County's Strategic Plan and the City's Strategic Priorities. This section helps frame the remainder of the report. For the County, the vision is reflected in the County's Strategic Plan with related strategic priorities, strategic initiatives, and bold goals.

To grow our economy, its diversity, competitiveness and economic impact, a Strategic Initiative was adopted to “Raise awareness of County trails through the Division of Tourism Strategic Plan” (2017-5) and a 5-Year Target to “construct 30 miles of sidewalks, greenways and trails”.

Building upon the high quality of life that Leon County residents have grown to expect, the County has adopted numerous Quality of Life Strategic Priorities to “maintain and enhance our parks and recreational offerings and greenspaces”(Q1) as well as “promoting livability, health and a sense of community by enhancing mobility options, encouraging human-scale development and creating public spaces for people” (Q6). Supporting those priorities are strategic initiatives to expand recreational amenities which include the “implementation of the Tallahassee-Leon County Greenways Master Plan” (2016-24C), the “evaluation of additional trail expansion opportunities” (2016-24D) and “working with Community partners to utilize rights-of-way and utility easements to further expand the local trail system “(2016-24E).

These efforts also support another major strategic priority of Leon County to be a responsible steward of our community's precious natural resources and environment by providing alternatives to automobile transportation thus helping to “reduce the community's overall carbon footprint” (EN4).

The report includes details and analysis regarding numerous efforts that align with the County's strategic initiatives and strategic priorities.



### Planning Framework

The attached report also outlines the planning framework in the community. Consistent with the goals, objectives, and policies in the Tallahassee-Leon County Comprehensive Plan, a strong planning framework for bicycle, pedestrian, and trail facilities in Leon County is outlined in the following:

- Leon County Land Development Code
- The Tallahassee-Leon County Designated Bicycle Route Network (adopted 2012)
- The Tallahassee-Leon County Greenways Master Plan (adopted 2015)
- The 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan (currently under development)
- Alternative Mobility Funding System Study (currently under development)

These documents shape how the public sector prioritizes, leverages funds, and implements bicycle, pedestrian, and trail facilities, as well as how they are implemented along with private development and redevelopment.

### Regional Connectivity

Recognizing that trails can serve as both transportation and recreational facilities and that both roles are enhanced with the trails make regional connections, planning for these facilities occurs not only at the County level, but at the regional level as well. The attached report describes regional planning for trails as reflected in the following:

- Capital City to the Sea Trails Master Plan
- Regional Mobility Plan (Long Range Transportation Plan)
- Florida Greenways and Trails System Plan

### Outreach and Education

Leon County and the City of Tallahassee supplement the planning and implementation of bicycle, pedestrian, and trail facilities with robust outreach and education. While this is accomplished in a variety of ways, the two primary platforms for providing outreach and education are Trailahassee and BikeTallahassee.

The award winning Trailahassee website offers featured trails, interactive maps, blogs, narrative descriptions of local trails, and information on outfitters and associations. The website has an innovative Find a Trail feature that allows the user to search trails by surface type, skill level, and activity type. Furthermore, users can view details like amenities, entry fees, and park access information by trail.

The attached report includes additional details on the following:

- *Trailahassee*, which is managed by the Division of Tourism, showcases Leon County's numerous trails and helps users determine which trails best match their desired activities and skill levels. Trailahassee is located at [www.Trailahassee.com](http://www.Trailahassee.com).
- *BikeTallahassee*, which is managed by the Tallahassee-Leon County Planning Department, serves as a resource for people riding bicycles as a form of transportation. Complementing

Trailahassee's focus on off-street trails, BikeTallahassee focuses on on-street bicycle facilities and trails that serve as transportation corridors. BikeTallahassee is located at [www.biketallahassee.com](http://www.biketallahassee.com).

- *Web Mapping Platform (in development)* – as described below in the 'Moving Forward' section, soon there will be a "one-stop shop" providing information about all existing and planned facilities.

### Implementation

As described in the attached report, Leon County and the City of Tallahassee leverage a variety of external organizations and funding sources to implement bicycle, pedestrian, and trail projects. These agencies and funding sources include the Capital Region Transportation Planning Agency (CRTPA), the State of Florida, the Federal Highway Administration, the private sector, public-private partnerships, local funds, etc. One of Leon County's most significant efforts towards implementing bicycle, pedestrian, and trail facilities is the penny sales tax extension.

On November 4, 2014, 65% of Leon County voters approved a referendum to extend the penny sales tax for an additional twenty years (2020-2040). The 2020 sales tax extension includes 27 infrastructure projects, such as large-scale roadway improvements, placemaking projects, and pedestrian and bicycle infrastructure improvements. Following the passage of the sales tax extension, at the April 1, 2015 meeting, the Blueprint Intergovernmental Agency Board of Directors (IA Board) approved annual funding allocations for six projects beginning in 2020. Unlike most Blueprint projects that are funded through the completion of construction, these six projects receive annual allocations which allow for the long-term planning and strategic implementation to further the goals, objectives, and policies outlines in the adopted improvement plans. Of the six projects, three are directly related to bicycle, pedestrian, and trail facilities. Specifically, three of the projects that receive annual allocations include:

- Sidewalks
- Greenways Master Plan
- Bike Route System

The Blueprint Intergovernmental Agency will administer the Greenways Master Plan and Bike Route System projects on an annual basis. To ensure the greenway and bike route projects would be ready for construction beginning in 2020, the IA Board directed staff to proceed in planning, design, and permitting the following projects:

- Integrated Tallahassee - Leon County Bike Route and Greenways Implementation Plan
- Capital Circle Southwest Greenway & Debbie Lightsey Nature Park – Design
- Lake Jackson South Greenway – Design
- Thomasville Road Trail – PD&E
- University Greenway - PD&E

In addition to the advance funding, the Five Year Blueprint Capital Projects Program includes funding for greenway and bike route projects in an allocation of \$1,155,000 in FY 2020 and \$1,540,000 each year from 2021 – 2039. An update on these five projects is presented below:

- *Tallahassee - Leon County Bicycle and Pedestrian Masterplan*  
The Capital Region Transportation Planning Agency (CRTPA) Bicycle Pedestrian Master Plan is currently being finalized for presentation to the CRTPA Board at the October Retreat. The plan will include a prioritization of projects from the Greenways Master Plan. Blueprint staff will coordinate with the CRTPA on the draft project prioritization list this fall. In December, Blueprint staff will present an implementation plan for the Blueprint Greenways projects considering the Tallahassee-Leon County Bicycle Pedestrian Master Plan, leveraging opportunities, and the approved Blueprint FY 2020-2024 Capital Improvement Plan. The Tallahassee-Leon County Bicycle and Pedestrian Master Plan will identify projects that will be incorporated into the Integrated Tallahassee - Leon County Bike Route and Greenways Implementation Plan.
- *Capital Circle Southwest (CCSW) Greenway and Debbie Lightsey Nature Park*  
At the February 21, 2017 meeting, the IA Board directed Blueprint staff to move forward with planning, design, and permitting of the CCSW Greenway and Debbie Lightsey Nature Park, a project within the Greenways Master Plan projects. George and Associates, Inc. is the project consultant tasked with the design and permitting. The design for the CCSW Greenway and Debbie Lightsey Nature Park is anticipated for completion in the spring of 2020 and will be brought back to the IA Board for approval to proceed with construction. The CCSW Greenway project will result in approximately 6.8 miles of trails and the Debbie Lightsey Nature Park will incorporate approximately 2.4 miles of trails.
- *Lake Jackson and Lake Jackson South Greenways*  
At the February 28, 2019 IA Board Meeting, the IA Board directed Blueprint staff to move forward with planning, design and permitting of the Lake Jackson and Lake Jackson South Greenways Project, a project within the Greenways Master Plan projects. The selection process for a project consultant is nearly complete. Funding for the project is in place through the annual Greenways and Bike Route Network allocations. Staff anticipates that construction will be ready to begin in the fall of 2020 following IA Board approval of the designs. These projects will result in approximately 3.3 miles of trails.
- *Thomasville Road Trail*  
The Thomasville Road Trail will connect Midtown Tallahassee to the Thomasville/Interstate 10 area along the Thomasville Road corridor. This trail is identified as a priority project on the Capital Regional Transportation Plan (CRTPA) – 2040 Regional Mobility Plan Trails Plan. The Greenways Master Plan states that no right-of-way is necessary for this project but that the final alignment will need to be determined via a PD&E study. Blueprint anticipates advancing the first phase of this project, the PD&E study, in FY 2021 in coordination with the CRTPA and FDOT. This project will result in approximately 5.5 miles of trails.
- *University Greenway*  
The University Greenway will connect to the completed Capital Cascade Trail and provide a bicycle and pedestrian connection west of Lake Bradford Road to Tallahassee Community College and Innovation Park. Currently, there is an opportunity to align this project with the design of the Airport Gateway project in the same area and implement both projects simultaneously. It is anticipated this project will be implemented in coordination

with the Airport Gateway project beginning in FY 2020. This project will result in approximately 5.9 miles of trails.

#### Moving Forward – A New “One-Stop Shop” for Community Trails Resources

To aid in the overall implementation of bicycle, pedestrian, and trail projects going forward, the Tallahassee-Leon County Planning Department is working with the TLCGIS Department, Blueprint, CRTPA, Leon County Community and Media Relations, and the Division of Tourism to develop a website mapping application for coordinating the planning and implementation of bicycle, pedestrian, and trail facilities. This resource will incorporate information from Trailahassee and BikeTallahassee to show what facilities and routes exist in the community today such as protected bike lanes, bike boulevards, and unpaved trails, among other infrastructure. The development of the platform will be housed by TLCGIS with the content managed by the Planning Department with input from the CRTPA, Blueprint, the Division of Tourism, and other County and City Departments.

Although Trailahassee and BikeTallahassee contain a wealth of information, they do not provide information relating to upcoming and planned projects. This new resource will identify facilities that are planned and how and when those facilities are proposed to be implemented. As projects and funding are approved the map will be updated. Alone, Trailahassee and BikeTallahassee provide extensive information about either off or on street, unpaved or paved trails. This resource will help connect recreational facilities (e.g. unpaved trails) with transportation facilities (e.g. on street bike lanes) and will highlight connectivity both within Leon County and to surrounding areas. This resource will help other local government departments coordinate efforts, and help the public understand the County's vision for bicycle, pedestrian, and trail connectivity and how this vision will be realized.

As mentioned above, the CRTPA is currently finalizing the updated Bicycle and Pedestrian Masterplan. Planning staff is closely involved in that effort, and the findings will play a major role in the development of this new mapping application. The planning and implementation of bicycle, pedestrian, and trail facilities will be discussed at the upcoming CRTPA retreat on October 14, 2019, and at upcoming Blueprint IA Board meetings. It is anticipated that the CRTPA will vote on the updated Bicycle and Pedestrian Masterplan at their November 19, 2019 meeting. Periodic updates will also be provided to the County Commission and City Commission as the bicycle, pedestrian, and trails network is expanded and improved in the years ahead. Once the plan is adopted and accepted by each entity, which will occur at an upcoming Intergovernmental Agency (IA) meeting, staff will incorporate the planned projects into the “one stop shop.” The platform is anticipated to launch early 2020, depending on the final adoption of the Tallahassee-Leon County Bicycle and Pedestrian Master Plan. After approval of the Bicycle and Pedestrian Master Plan by the IA, Blueprint will work on an implementation plan.

To ensure the community learns of this valuable new resource available with the release of the “one-stop shop”, the Planning Department and TLCGIS will work with Leon County Community and Media Relations and the Leon County Division of Tourism to ensure a widespread roll out of the web mapping platform. This could include press events, social media posts, and linking to the new platform from existing websites.

### Review of Other Communities

While Leon County and the City of Tallahassee are leaders in planning and implementing bicycle, pedestrian, and trail facilities as documented in the Community Trails Report (Attachment #1), there are always opportunities to continuously learn from other communities. Significantly, the report highlights what our community is already doing, and how to incorporate key lessons into our local implementation efforts. The report provides a survey on how the following communities have successfully coordinated bicycle and pedestrian initiatives:

Boulder, CO	Calgary, Alberta, Canada
Greenville, SC	Pittsburgh, PA
San Francisco, CA	Minneapolis, MN
Pinellas County, FL	Madison, WI
Austin, TX	Salt Lake City, UT
Portland, OR	Cambridge, MA
West Palm Beach, FL	Gainesville, FL

The surveys identify strategies employed by each community that can be considered as our community continues to build a world class network of bicycle, pedestrian, and trail facilities. These best practices can be incorporated into policy development and planning approaches, as well as during the development of design plans and the construction of new facilities.

Attachment #1 includes a series of lessons learned from other communities that may be worth consideration locally. These lessons learned from surveying other communities include:

1. **Incorporate arts and culture:** Tarpon Springs has many nautical themed bike racks which allow for the fusion of the arts into its bicycle culture. Salt Lake City works with the City Arts Council to commission artistic bike racks. Given the local interest in art and murals, Tallahassee-Leon County could pursue similar opportunities with partners, such as the Council of Culture and Art (COCA), to incorporate arts and culture into bicycle, pedestrian, and trail infrastructure. Additionally, Tallahassee-Leon County could coordinate with the Knight Creative Communities Institute (KCCI) to integrate art, culture, and bicycle infrastructure as they implement Placemaking Week and similar efforts, and as they move forward with their 2020 project to build a bike park where community members can learn about bicycle safety.
2. **Incorporate creative engineering solutions:** Salt Lake City, UT uses crosswalk flags and leading pedestrian intervals to give bicycles and pedestrians extra visibility and time to cross, particularly at intersections where bicycle and pedestrian infrastructure does not yet exist. In Tallahassee and Leon County, the use of pedestrian flags can be considered as an interim solution while bicycle and pedestrian facilities are being redesigned to be more user-friendly. As projects are implemented, solutions such as leading pedestrian intervals, improve traffic light detection for cyclists, arterial road crossings for pedestrians, and fine-tuning loop detection systems can be incorporated to enhance usability of the facilities. In Pittsburgh, PA, staircases incorporate runnels, which are straight, grooved guides next to a stairway so people can go up and down without having to lift and carry their bikes. The land development code in Austin, TX was modified to emphasizing compact development and connected places. Boulder, CO hosts an

annual event that circles the city and highlights some of their bicycle and pedestrian infrastructure. While outreach currently occurs, Tallahassee and Leon County could continue to take advantage of outreach opportunities to help inform the community of the Greenways Master Plan and other plans as these opportunities become available. When the protected bike lanes and wayfinding signage was installed downtown, staff lead bicycle rides to highlight the new infrastructure and to help provide public education on these new facilities. As infrastructure improvements are made, similar rides and outreach may be considered to help inform the public where appropriate.

3. **Focus on outreach and education:** San Francisco, CA developed a coalition to reach out to local businesses in an effort to support and incentivize their bicycle and pedestrian customer base. Some cities around the country are using bike month as a platform to give local elected officials a chance to ride or walk the community with their constituents. Bike month is also a good time to make sure that citizens have the proper safety equipment (lights, helmets, etc.) to stay safe all year long. Greenville, SC partners with local mountain bike groups to put on a trail skills clinic. Minneapolis, MN monitors the number of students who walk and bike to school to ensure that safe infrastructure is in place for them. The program Bike Eat Shop Tallahassee (BEST) is a privately initiated program to encourage local businesses to promote bicycling to their establishments by offering discounts. The Joint City/County Bicycle Workgroup could be used to support efforts similar to this. The City and County both currently promote bicycle safety and education during bike month each year and can consider continuing this effort in the years ahead. The Knight Creative Communities Institute (KCCI) recently announced that their project for 2020 will be a bike park to serve as an educational space where community members can learn to ride their bicycle and learn bicycle safety. The park is intended to a small-scale streetscape with realistic bike lane markings.
4. **Make project information available and user-friendly for citizens and visitors:** User-friendly GIS software is becoming a popular tool for public input on bicycle and pedestrian safety concerns. Pinellas County, FL and Pittsburgh, PA have produced successful tools for this purpose. Transparency of ongoing projects is also important to encourage the bicycle and pedestrian community. Gainesville, FL lists ongoing projects on its website and Greenville, SC also notes the importance of project transparency. The Tallahassee-Leon County "One-Stop Shop" for Community Trails currently in development will provide a similar experience to the community with regards to user-friendly information and transparency. This "one-stop shop" is anticipated to be completed early 2020.
5. **Incorporate a marketing strategy:** Madison, WI was able to obtain the Bicycle Friendly Community Platinum award by delegating resources specifically to improving their bicycle and pedestrian image. They created a committee charged specifically with the task of moving the city from gold to platinum and also have three full time city jobs that focus on bicycle and pedestrian planning. Portland, OR has also invested in its bicycle and pedestrian employee base through its Smart Trips program. These employees reach out to residents on an individual basis to help them make decisions that will reduce single rider car trips. Minneapolis, MN produces maps designed specifically for families with

children. Tallahassee and Leon County currently partner with AARP on a variety of bicycle events and could consider specific outreach to children and families to encourage walking and biking at all ages. Tallahassee and Leon County could consider developing a marketing strategy to communicate the many efforts promoted by the City and County, and could use the Bicycle Friendly Community application or the International Mountain Bike Association's (IMBA) Ride Center Designation to target improvements that could result in higher Bicycle Friendly Community awards or other designations for the City and County.

6. **Create and promote a user friendly bicycle route network:** Tallahassee and Leon County currently promote safe, popular bicycle routes through the BikeTallahassee and the Trailahassee platforms. The upcoming CRTPA Bicycle and Pedestrian Master Plan will incorporate neighborhood routes that will help guide cyclists from their neighborhood to different activity centers. These routes will take topography into account and will provide details on what the general rider skill level the route is most comfortable for. This may help engage cyclists of all ages by providing information on difficulty, and could help a younger audience utilize the network. This can have reverberating effects on the community at large. Madison, WI is focusing resources on park and ride efforts to capture a new audience and bring them into the bicycle and pedestrian sphere. Tallahassee and Leon County could identify and promote park and ride locations located along these routes. Tallahassee and Leon County could increase water fountain access, especially in parks located off greenways, and incorporate wayfinding signage. The County could also consider developing a bicycle parking program to increase the number of bicycle racks along bicycle facilities. Tallahassee and Leon County could evaluate and place an emphasis on the economic benefits of regional connectivity through projects like the St. Marks Trail and the Capital City to the Sea Trails.
7. **Host Open Streets or Ciclovía events throughout the City and County:** One commonality of all the Bicycle Friendly Communities with at least Gold standing is that they participated in some sort of Open Streets or Ciclovía event at least once a year. These events involve shutting down a street to automobile traffic so the community can celebrate all the progress they have made in bicycle and pedestrian efforts and allows them to imagine future possibilities. Taloofoa Fest in Midtown is an Open Streets event that involved closing Thomasville Road for the majority of a day. Similar events could be considered in other parts of the community, especially if they can be coordinated with other community events.
8. **Continue and expand upon data collection efforts:** Data collection is important for any area of planning. Tallahassee and Leon County have unique opportunities to continue capitalizing on the eagerness of FDOT to partner with communities in their statewide non-motorized data program. The Planning Department can continue the bicycle count program and look for opportunities to expand this program to include pedestrian counts.
9. **Utilize tactical urbanism:** Tactical urbanism is the use of low-cost, temporary demonstrations and changes to the build environment. Examples include using chalk or

temporary paint to create crosswalks or bike lanes, using green carpet and trees in large pots to simulate a small park, etc. These demonstrations can be used to help convey an idea and to test different options for improvements before significant investments are made. San Francisco, CA and Calgary (Canada) implement tactical urbanism projects to demonstrate and test inexpensive, temporary bicycle and pedestrian infrastructure. The Frenchtown Better Block effort did the same and painted temporary bike lanes and crosswalks. The bike lane was later made permanent as part of a resurfacing project for the road. Tallahassee and Leon County could continue to demonstrate and test potential projects through tactical urbanism before investing in permanent infrastructure.

#### *Considerations for Implementing Lessons Learned from Other Communities*

While it is helpful to understand the lessons learned and best management practices from other communities, it is important to consider local context and other local efforts before trying to replicate these best practices in our community. As bicycle, pedestrian, and trail projects are planned, designed, and constructed, these best practices can be considered, but they should be evaluated to ensure that they make sense in the given context, that the benefits of implementing these best practices is worth the cost, that funding is available to implement the best practices, and that implementing the best practices is consistent with the overall vision as set forth in the County Strategic Plan, the City Strategic Priorities, the soon to be updated Bike-Ped Master Plan, the Blueprint 2020 plan, and the Comprehensive Plan.

#### Conclusion

Building a world class trail network has been a priority for Leon County for many years with substantial investment towards this goal occurring through the Greenways land acquisition program, the funding of trails, sidewalks, and parks. Leon County works closely with the City of Tallahassee and other state, regional and local agencies on bicycle, pedestrian, and trail expansion and advocacy efforts. The results of these partnerships are seen not only through the actual construction of over 1,636 miles of various bicycle, pedestrian, and trails facilities, but also in the acknowledgements and accolades being received by the community.

These acknowledgements and accolades for our community's existing bike and trail network include awards like the Bicycle Friendly Community Award upgrade from Bronze to Silver for Tallahassee by the League of American Bicyclists in 2018, the inclusion of Tallahassee in Bicycling Magazine's list of the top 50 "Best Bike Cities in America" in both 2016 and 2018 (they did not rank cities in 2017), and People for Bikes ranking of the Downtown-University Protected Bike Lanes #3 on their list of "America's Best New Bike Lanes of 2016." Tallahassee is also designated as a Silver Level Walk Friendly Community and a 2016-2021 Runner Friendly Community. In addition to rewards and recognition, Leon County and Leon County Division of Tourism receive earned media due to their focus on communitywide improvements, such as articles in well-known publications like Flamingo Magazine featuring the trail systems and Leon County's rebirth as a cycling county.

As detailed in the attached 2019 Community Trails Report, Leon County currently utilizes many of the common strategies employed by successful biking communities, including broad citizen engagement, often in the form of bicycle working groups, and strong, consistent funding sources for implementation of projects. The County will utilize the latest peer review findings to



continually incorporate new best practices identified, such as through the generation of the new GIS-based website and mapping tool.

Leon County has a strong planning framework for bicycle, pedestrian, and trail facilities, leverages funding to implement the plans, and communicates information about this robust network through highly effective tools like Trailahassee and BikeTallahassee. Strong community support exists in an active bike community and the Tallahassee-Leon County Bicycle Working Group.

The penny sales tax extension is a significant, long-term funding system that ensures implementation of projects, and the educational campaign to educate and engage citizens about the impacts of the sales tax earned Leon County a 2015 Achievement Award from the National Association of Counties (NACo). Additional NACo awards related to the trail system include Premier Cross-Country Running Facility for Apalachee Regional Park in 2014, the innovative Trailahassee website in 2015, and the Sidewalk Prioritization and Funding Policy in 2018. These efforts contribute to accomplishing the vision of building a world class bicycle, pedestrian, and trail network across the community. Overall, the report details the current status of our bicycle, pedestrian, and trail network, how our community is maximizing collaboration to further enhance this network, how specific projects that are currently underway will contribute to this network, and how our planning and implementation framework will drive new infrastructure investments into the next 20 years.

The planning and implementation of bicycle, pedestrian, and trail facilities will be discussed at the upcoming CRTPA retreat on October 14, 2019, and at upcoming Blueprint IA Board meetings. It is anticipated that the CRTPA will vote on the updated Bicycle and Pedestrian Masterplan at their November 19, 2019 meeting. Periodic updates will also be provided to the County Commission and City Commission as the bicycle, pedestrian, and trails network is expanded and improved in the years ahead. Once the plan is adopted and accepted by the County and City at an upcoming Intergovernmental Agency (IA) meeting, staff will incorporate the planned projects into the new "one stop shop" website presently under development. This new web platform is anticipated to launch early 2020, depending on the final adoption of the Tallahassee-Leon County Bicycle and Pedestrian Master Plan. After approval of the Bicycle and Pedestrian Master Plan by the IA, targeted to occur in January 2020, Blueprint staff will work on a draft implementation plan beginning in the winter of 2020 with later action by the IA Board of Directors to guide future investments. Finally, annual updates to the Community Trails Report shall occur annually with routine updates to be provided to the Board of County Commissioners.

### **Options:**

1. Accept the Status Report on Leon County's bicycle, pedestrian, and trail efforts and the Community Trails Report 2019 (Attachment #1).
2. Do not accept the Status Report on Leon County's bicycle, pedestrian, and trail efforts and the Community Trails Report 2019.
3. Board direction.

### **Recommendation:**

Option #1

Attachment:

1. Community Trails Report 2019

# COMMUNITY TRAILS REPORT

2019

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## INTRODUCTION

The *Community Trails Report* is a comprehensive report on all efforts in Leon County and the City of Tallahassee related to bicycle and pedestrian facilities and trails aimed at enhancing the community's overall mobility options. Also contained within this report is a survey of local and regional efforts to maintain, create and connect bicycle and pedestrian trails and how local efforts compare to other communities that have successfully coordinated significant bicycle and pedestrian initiatives.

Building a world class trail network was a vision set forth by our community years ago. It is well recognized that enhancing mobility options promotes public health, conservation of our natural resources, and makes our community a more desirable place to live and visit. Consistent with the goals, objectives, and policies in the Tallahassee-Leon County Comprehensive Plan, a strong planning framework is in place to implement a network that celebrates our region's tremendous natural resources and enhances our quality of life. Leon County and the City of Tallahassee leverage a variety of partners and funding sources to implement bicycle, pedestrian, and trail projects, and close coordination among partners ensures that local trails are regionally connected.

### COUNTY STRATEGIC PLAN

Leon County has established many Strategic Initiatives related to building a world-class bicycle and pedestrian trail network throughout our Community. To grow our economy, its diversity, competitiveness and economic impact, Strategic Initiative (EC4) was adopted to Raise Awareness of County trails through the Division of Tourism Strategic Plan (2017-5) which includes a 5-Year goal to construct 30 miles of sidewalks, greenways and trails. Building upon the high Quality of Life that Leon County residents have grown to expect, the County has adopted numerous Strategic Priorities to maintain and enhance our parks and recreational offerings and greenspaces (Q1) as well as promoting livability, health and a sense of community by enhancing mobility options, encouraging human-scale development and creating public spaces where people want to gather.

Supporting those priorities are strategic initiatives to expand recreational amenities which include the implementation of the Tallahassee-Leon County Greenways Master Plan (2016-24C), the evaluation of additional trail expansion opportunities (2016-24D) and working with Community partners to utilize rights-of-way and utility easements to further expand the local trail system (2016-24E).

These efforts also support another major priority of Leon County to be a responsible steward of our community's precious natural resources and environment by providing alternatives to automobile transportation thus helping to reduce the community's overall carbon footprint (EN4).

### CITY OF TALLAHASSEE

With leadership from the City Commission, the City of Tallahassee strives to ensure all residents have a safe, vibrant, and beautiful place to call home. The established community priorities of public safety, economic development, public infrastructure, and quality of life are all supported by our award-winning bike friendly community.

In its 2018 review of strategic priorities, the City of Tallahassee listed infrastructure planning as a contributing factor to a thriving economy. The City is responsible for more than 650 miles of streets and more than 500 miles of sidewalks. A robust bicycle network contributes to our quality infrastructure as part of the \$314.3 million five-year plan for investing in public infrastructure and has realized savings in the long term by applying new technologies and innovative approaches. The recent connection of the St. Marks Trail Extension to the Capital Cascades Trail allows bicyclists to ride from Leon County High School to the City of St. Marks and anywhere in between without ever needing to get in a lane with car traffic.

These efforts helped Tallahassee rank in the top 50 cities nationwide for bicyclists and earned a Silver Level Bike Friendly Community designation in 2018. The City is also a designated Silver Level Walk Friendly community. Looking forward into 2019, the City Commission is developing a five year strategic plan that will shape how our community continues to plan for bicycle and pedestrian friendly infrastructure.

## VISION

## DEFINITIONS

### GREENWAYS

According to the 2015 Tallahassee – Leon County Greenways Master Plan, greenways are corridors of protected open space that are managed for conservation and/or resource-based (passive) recreation. They may connect both urban and rural green areas, such as managed parks and forests and natural rivers and wetlands, to create green infrastructure. Green infrastructure is the natural counterpart of roads and utilities, representing conduits or corridors in urban and other areas that provide environmental services such as habitat and maintenance of biodiversity, drainage, and water quality enhancement.



Greenways are usually publicly owned lands or waterways, or they may include conservation easements on private land. (An easement allows limited uses, including public access where specifically allowed under the terms of the easement, on lands that are owned by private or other nongovernmental entities.) Greenways can be one or more of the following:

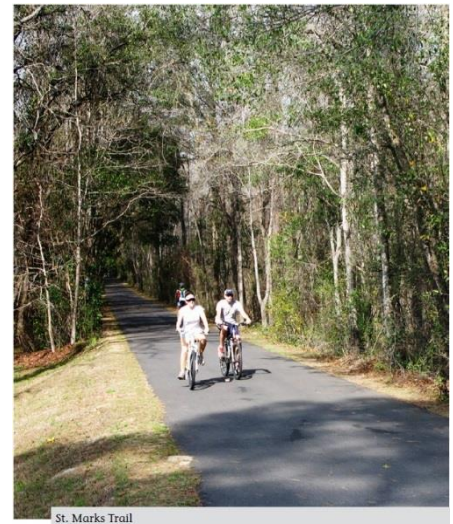
- Linear spaces adjacent to natural corridors
- Pedestrian or bicycle shared use paths or trails
- Open spaces between parks, preserves, or historic sites and population centers
- Scenic or utilitarian corridors (e.g., power line rights-of-way)
- Other strips of land designated as parkway or greenbelt

A greenways system is a county-wide, comprehensive network of greenways and trails (and other bicycle and pedestrian facilities) designated for bicycling, walking, and similar uses along corridors that connect natural areas, parks, cultural attractions, neighborhoods, schools, community destinations, and commercial areas.

### TRAILS

The most common facilities in public-access parks and greenways are trails, as well as other facilities or amenities to serve individual or shared sets of users. Users may include walkers/hikers, runners, birdwatchers, bicyclists, in-line skaters (depending on the trail tread or surface), and equestrians.

Trails can be single-use or multi-use, and can have soft surfaces (e.g., dirt or gravel) or hard surfaces (e.g., pavement). Other facilities usually include signage, fencing, parking areas, benches, trash cans, bike racks, restrooms, or even dog walking areas. Public-access trails are normally located on publicly-owned properties, but some trails are located within public easements on private lands.

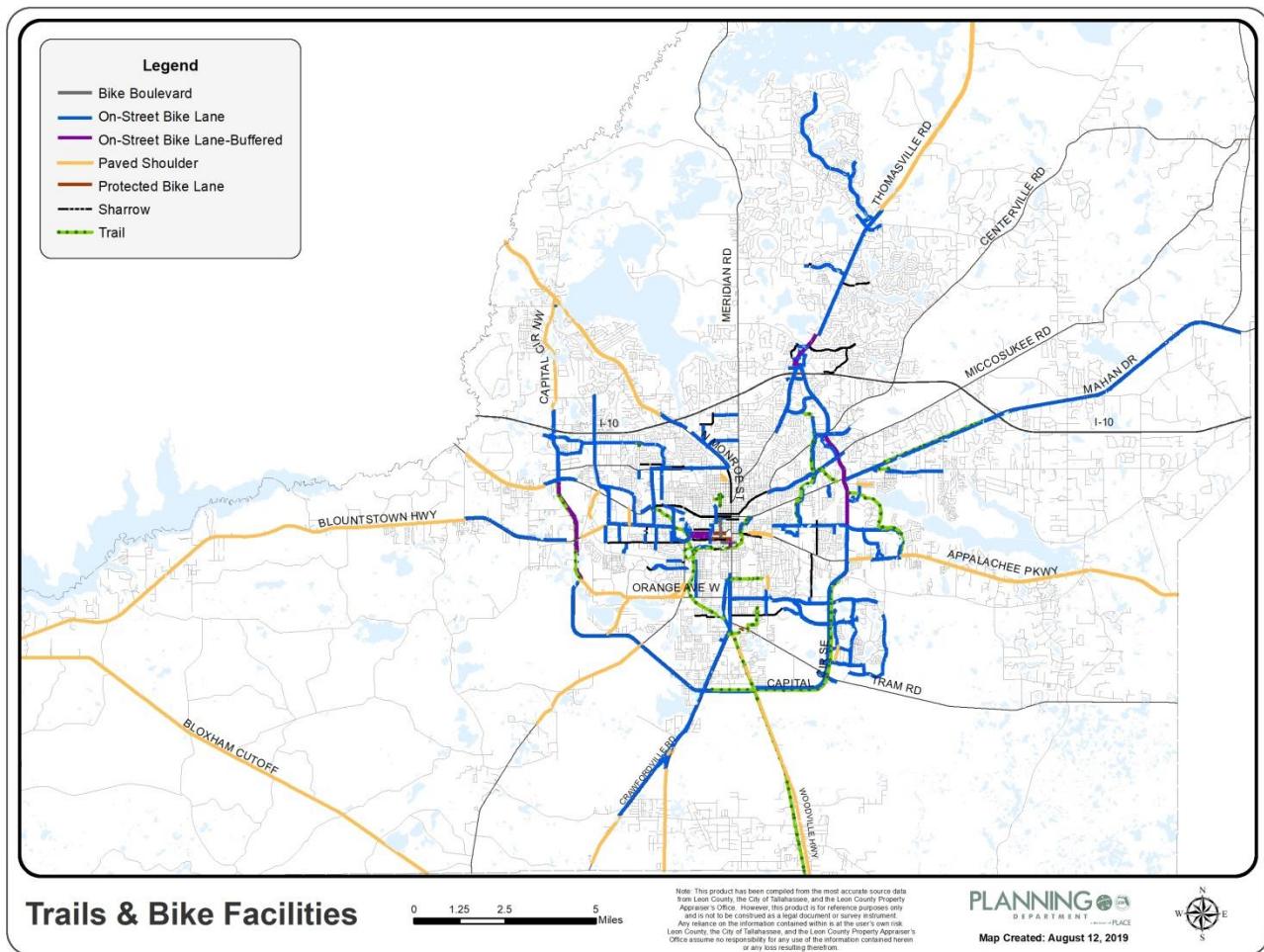




## EXISTING FACILITIES

### INVENTORY OF EXISTING FACILITIES

In coordination with the Tallahassee-Leon County Planning Department and other local government departments, the Tallahassee-Leon County Geographic Information Systems (TCCGIS) department maintains map layers of existing and proposed bicycle and pedestrian facilities in Leon County at [www.biketallahassee.com](http://www.biketallahassee.com). Staff use Geographic Information Systems (GIS) software to inventory and map the following facilities, listed below:





### **Buffered Bike Lane**

Buffered Bike Lanes are conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane.

**Miles in Leon County:** 9.7



### **Paved Shoulder**

Paved shoulders are areas on the edge of a street that are not designated as bike lanes.

**Miles in Leon County:** 101.3



### **Protected Bike Lane**

A Protected Bike Lane is on street, but is separated from traffic by a physical barrier, such as reflective posts or parking stops.

**Miles in Leon County:** 1.3



### **Shared Use Path**

A Shared Use Path is a bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared-use paths may also be used by pedestrians, skaters, wheelchair users, joggers, and other nonmotorized users. The St. Marks Trail is a local example of a paved shared use path.

**Miles in Leon County:** 34.8



### Sharrow (Shared Lane Marking)

A sharrow is a road marking in the form of two inverted V-shapes above a bicycle, indicating which part of the road should be used by cyclists when the roadway is shared with motor vehicles.

**Miles in Leon County:** 22.7



### Sidewalk

A Sidewalk is a paved path for pedestrians at the side of a road. In Florida, bicycles are permitted on sidewalks

**Miles in Leon County:** 616.4



### On-Street Bike Lane

On Street Bike Lanes are designated as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists.

**Miles in Leon County:** 149.9



### Unpaved Trail

A trail that is not paved. Surface materials can vary and can include materials like natural earth (i.e., clay or sand), limestone gravel, or bark mulch. A trail is classified as single use or multiuse. There are several hard-surface multiuse trails within large greenways like the Miccosukee Greenway and the J.R. Alford Greenway. These trails serve as "trunk trails" and have a durable surface of crushed oyster shell over limestone gravel.

**Miles in Leon County:** 700+



## PLANNING FRAMEWORK

### COMPREHENSIVE PLAN

The *Tallahassee-Leon County Comprehensive Plan* provides the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the community. The Comprehensive Plan contains various goals, objectives, and policies intended to provide for bicycle, pedestrian, and shared use facilities. These are included as Appendix 1.

### LAND DEVELOPMENT CODE

The *Leon County Land Development Code* and *City of Tallahassee Land Development Code* include the development standards and requirements to implement the principles and strategies identified in the Comprehensive Plan, including requirements for new development to provide bicycle, pedestrian and shared use facilities. The *Multi-Modal Transportation District (MMTD)* provides design and development requirements to establish a network of pedestrian and bicycle facilities in the Downtown Core Area of Tallahassee-Leon County. Within the MMTD, new development must provide bicycle parking, wider sidewalks, and

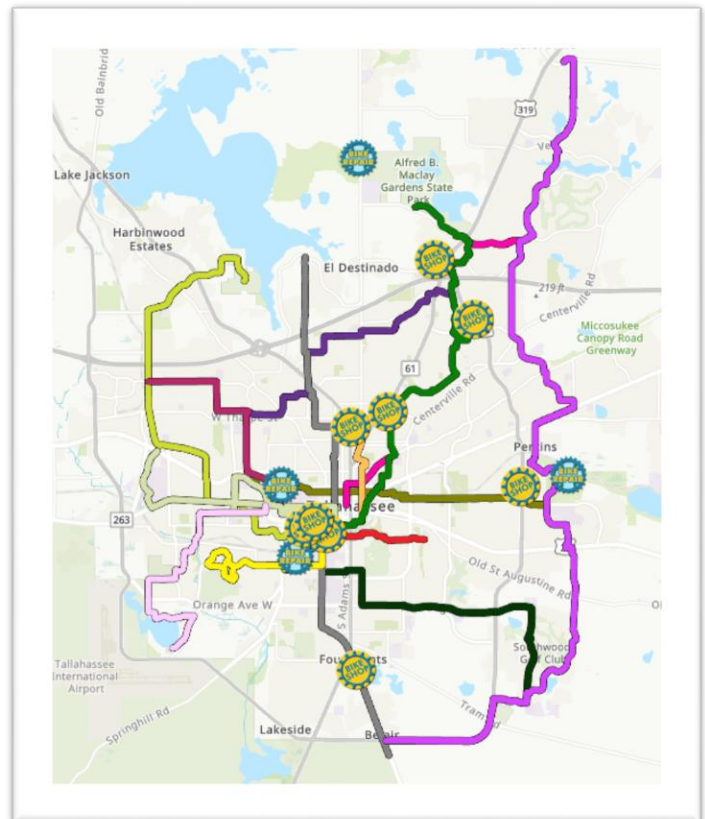


street trees.

### DESIGNATED BIKE ROUTE NETWORK

Based on the FY2012 & FY2013 Leon County Strategic Initiative to "Develop bike route system (2012)," Planning Department staff, based on a set of routes originally proposed by the Capital City Cyclists bicycle club in Tallahassee, has established a network that utilizes both on and non-road routes to provide safe cycling connections between homes, businesses, and schools. This network is available at [www.biketallahassee.com](http://www.biketallahassee.com).

The site maps over 1,630 miles of bicycle, pedestrian, and trail facilities and includes resources for registering your bike, reporting crashes or stolen bikes, commuter services, cycling laws, project updates, and more.







## GREENWAYS MASTER PLAN

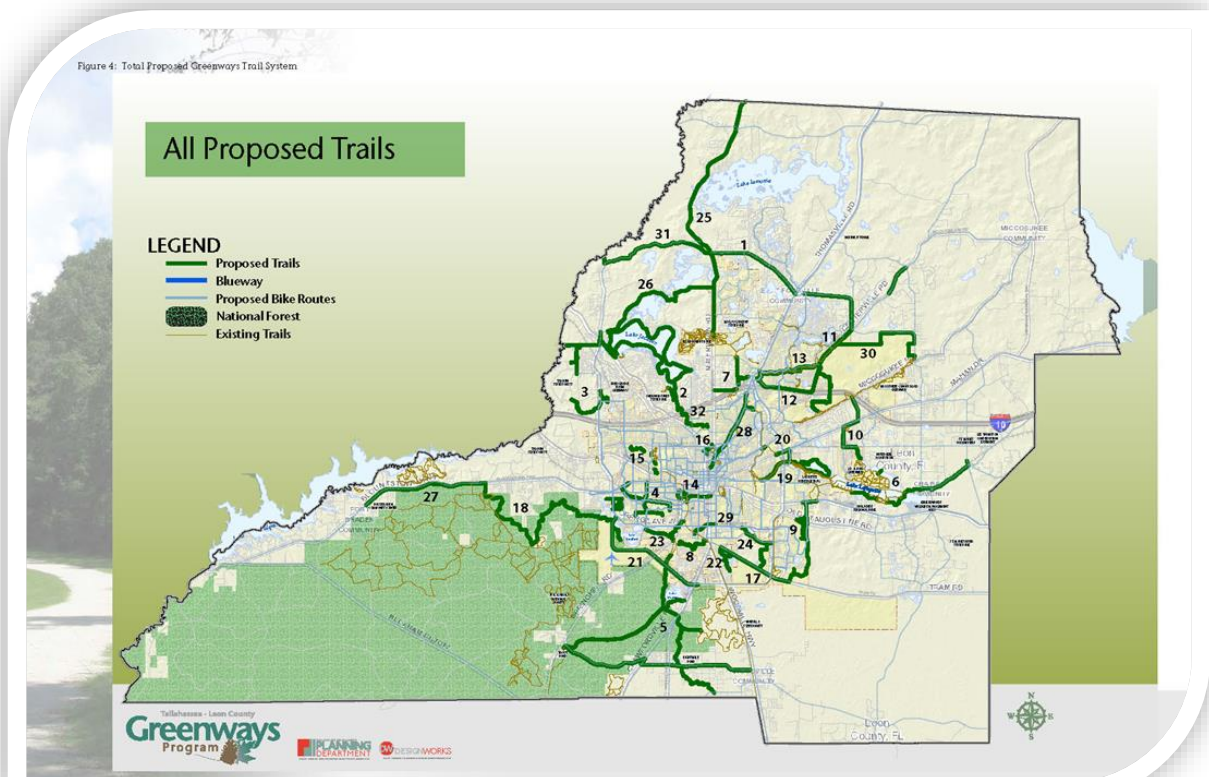
Developed by the Tallahassee-Leon County Planning Department, the original *Greenways Master Plan* was first adopted by the City and the County in 2004, and updated in 2013 and 2015.

The original goal of the Greenways program was to build a community-wide greenways system intended to protect and manage riparian corridors, floodplains, and other environmentally sensitive areas, as well as scenic areas, views, and vistas, places of historic and cultural significance, and native plant and animal habitat. Many of these areas have been protected through acquisition by state and local government. A secondary goal was to connect these areas to neighborhoods, schools, shopping centers, and work destinations through a system of shared use paths and trails. The 2015 update emphasizes this original secondary goal and proposes a system of greenway trails to link properties acquired for the greenway system, as well as existing trails, bicycle routes, and many residential and non-residential areas throughout Leon County. (Some additional properties have been have also been proposed for acquisition.)

Towards this goal, the 2015 *Greenways Master Plan* identifies and prioritizes 32 separate greenway-trail projects with a total estimated construction cost of \$50 million. The plan describes each greenway-trail project in full, including proposed names, length, related improvements, and estimated cost. The total number of proposed trails is approximately 159 miles (87 miles within unincorporated Leon County and 72 miles within the City of Tallahassee). These proposed trail projects originate from the 2004 Plan, Blueprint 2000, the Leon County Department of Public Works (including the Division of Parks and Recreation) and the City of Tallahassee Department of Parks, Recreation, and Neighborhood Affairs.

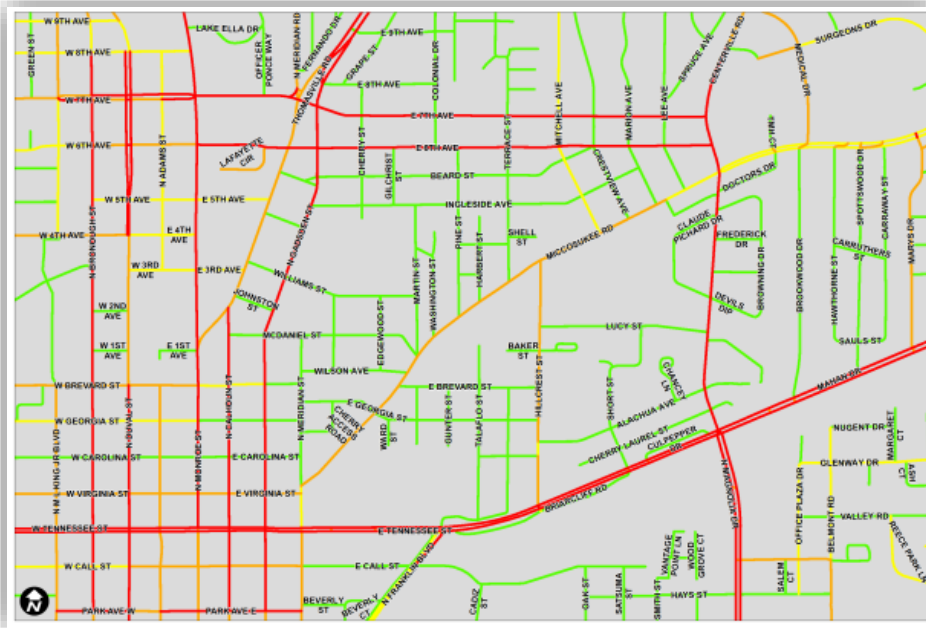
Significant public input was received to develop the Greenways Master Plan. Several additional projects are on various short lists for implementation as funding becomes available.

<http://www.talgov.com/place/pln-ep.aspx>.



## 2019 TALLAHASSEE- LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN

Developed by the *Capital Region Transportation Planning Agency* (CRTPA), the anticipated adoption is summer 2019. The purpose of the Bicycle and Pedestrian Master Plan is twofold. It is to improve safety for pedestrians and cyclists and make walking and biking predictable and more convenient in Tallahassee-Leon County. The purpose is accomplished with using focus areas, with localized trips, and recommendations based on a combination of Bicycle Comfort Level, the Urban Bikeway Network, Public Input, and Evaluation Criteria.



Projects in the Bicycle and Pedestrian Master Plan will help inform which non-motorized transportation projects are included in future updates to the Regional Mobility Plan and may inform the implementation of projects by Leon County, the City of Tallahassee, and Blueprint. The prioritization of Blueprint projects is intended to be completed by Blueprint and is not anticipated to be included in this plan. The Bicycle Comfort Level (BCL) is based on the traffic volume, number of lanes, speed, and existing bicycle facilities. The results of this analysis are related to the type of cyclist that would ride a bike on each road based on the existing conditions with the types of riders defined as:



Children &  
Elderly

Interested but  
Concerned

Enthusied and  
Confident

Strong and  
Fearless

**Children and Elderly.** Need a facility completely separated from the road such as a multi-use trail.

**Interested but Concerned.** Cyclists who would like to ride their bike but have fears which are usually caused by vehicles. This type of rider needs low speeds, low volumes, and a separated facility such as a buffered bike lane.

**Enthusied and Confident.** Cyclists who feel comfortable riding along a corridor next to vehicles at low speeds and with facilities such as a bike lane or signage. Strong and

**Fearless.** Cyclists who will ride along a corridor regardless of the conditions. These users have no problem sharing the lane with a vehicle traveling at speeds greater than 40 MPH.

The benchmarks of the Tallahassee-Leon County Bicycle Master Plan target the *“Interested but Concerned”* rider. When the BCL is applied to the roadway network, it produces a map, for example, as shown above.

## BICYCLE AND PEDESTRIAN MASTER PLAN'S URBAN BIKEWAY NETWORK

The *Urban Bikeway Network* consists of residential (local) streets with low traffic volumes and low speeds, allowing the community to prioritize bicycle and pedestrian modes of transportation. These streets make ideal connections between more defined “on-street” facilities and multi-use paths. Such a network may include a combination of uniform system-wide signage, traffic calming, on-street markings and branding opportunities.



### BICYCLE AND PEDESTRIAN MASTER PLAN'S PUBLIC INPUT

The outreach for this project has included stakeholder meetings with the Bike Work Group, cyclists, the universities, city and county staff, StarMetro, and FDEP (Office of Greenways and Trails).

In addition to the stakeholder meetings “Focus Area Workshops” were conducted within the FAMU and Southwest Area neighborhoods, TCC, FSU and Downtown area, Midtown and Central Area neighborhoods, Market Square District and Northeast area neighborhoods, and Apalachee Parkway and Southeast neighborhoods.

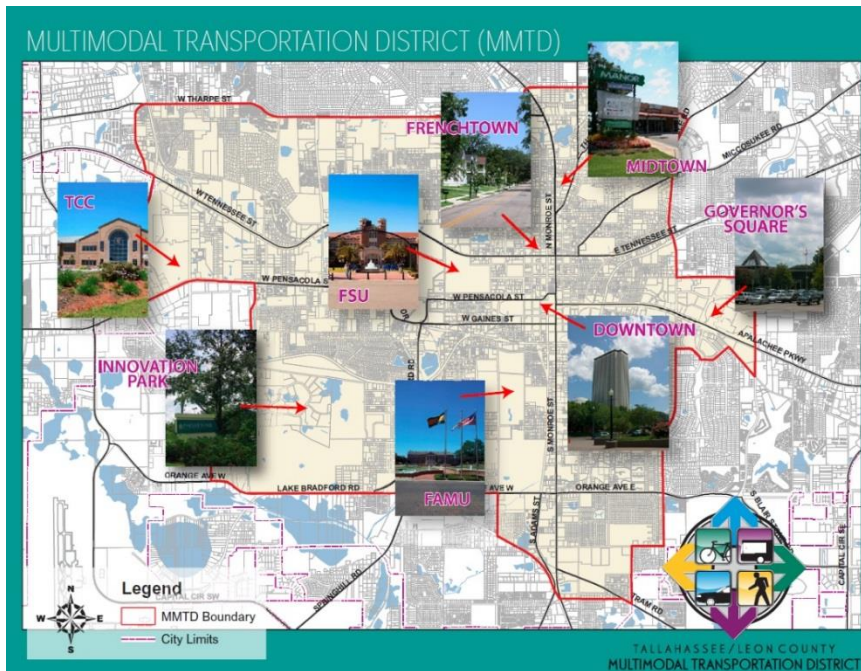
## BICYCLE AND PEDESTRIAN MASTER PLAN'S EVALUATION CRITERIA

Although still in development, the following criteria are intended for the evaluation of Bicycle and Pedestrian Master Plan projects are evaluated:

<b>SAFETY:</b>	Focus on infrastructure improvements in known crash areas.
<b>COMFORT:</b>	Reduce motorist conflict and promote shaded, easy to ride routes.
<b>CONNECTIVITY:</b>	Connect users with destinations in and around the City.
<b>HEALTH:</b>	Promote healthier lifestyles through improved facilities and increased use.
<b>MULTIMODAL:</b>	Develop usable routes for pedestrians, cyclists, and transit riders while not limiting motorists.
<b>EQUITY:</b>	Improve transportation options for disadvantaged populations and in underserved areas.
<b>WITHIN MMTD:</b>	Prioritize the development of pedestrian, cyclist, and transit facilities within the Multimodal Transportation District (MMTD).

The Bicycle and Pedestrian Master Plan is a data driven analysis of the current roadway system and how cyclists use it. This data will inform implementation of projects by Leon County, City of Tallahassee, and Blueprint in order to grow our network, increase our health rankings, improve quality of life and attract new visitors.





The MMTD is an 18.2 square mile area in central Tallahassee that includes the Florida State Capitol Complex, Downtown, Frenchtown, Midtown, the Monroe-Adams District, Florida A & M University, Florida State University, Tallahassee Community College, Innovation Park, and Governor's Square Mall, among other destinations. Within this designated District, the City of Tallahassee and Leon County have partnered to create a safe and desirable environment for pedestrians, cyclists, and transit users through mixed-uses to support walking and cycling; densities to support transit; interconnected streets and paths, and good urban design.

Development within the MMTD is guided by the MMTD Code with a goal of creating places for people. The Code seeks to improve the urban fabric of the Capital City through an increased emphasis on urban design and the public realm, thereby creating a pedestrian-friendly and transit-supportive district. To learn more, visit [MMTD Code](#).

Recommended projects include grouped neighborhood projects that are based on the "focus area" and generally located on local roads that connect parks and services to neighborhoods. Projects identified as "major" projects require additional planning and are located on corridors such as Old St. Augustine Road, Blair Stone Road, Jackson Bluff Road, Ox Bottom Road, Maclay Road, Thomasville Road, or Timberlane Road. These projects relate closely to those currently planned and developed by the CRTPA or Blueprint.

#### Since the last update, the following projects have been implemented:

Project #29 FAMU Greenway (Phases 1 & 2 of the FAMU Way Extension to Lake Bradford, completed in 2018/2019)

Project #31 Orchard Pond Greenway (completed in 2016)

Lake Jackson Blueway (completed in 2017)

#### The following projects from the Greenways Master Plan are currently underway:

Project #2 Lake Jackson North Greenway (funded for design by Blueprint)

Project #32 Lake Jackson South Greenway (funded for design by Blueprint)



## ALTERNATIVE MOBILITY FUNDING SYSTEM STUDY

The Tallahassee-Leon County *Alternative Mobility Funding System Study* (AMFSS) is a comprehensive review and analysis of the City and County's transportation concurrency system, land use and development patterns, projected growth, future travel demand, and the availability of funding sources for multimodal facilities. The Study is currently in draft form.



The AMFSS recommends a Tiered Mobility Fee (TMF) for the City of Tallahassee and Leon County. The TMF system could consist of three tiers:

- (1) THE MULTIMODAL TRANSPORTATION DISTRICT (MMTD)
- (2) INSIDE CAPITAL CIRCLE
- (3) OUTSIDE CAPITAL CIRCLE

The TMF could also be based upon the following tiers:

- (1) THE MULTIMODAL TRANSPORTATION DISTRICT (MMTD)
- (2) INSIDE THE URBAN SERVICE AREA
- (3) OUTSIDE THE URBAN SERVICE AREA

The final tiers would be more fully developed in the next phase of the AMFSS.

The MMTD tier will encourage multimodal supportive densities and intensities, multimodal improvements, and repurposing current rights-of-way to improve person mobility, with the recognition that adding roadway capacity through new or wider roads is limited. Improvements within the MMTD tier would include things like the expansion of the trails and protected bike lane network, bicycle and pedestrian improvements, enhanced streetscapes, increased safety via high visibility crosswalks and protected intersections etc. The mobility tier inside Capital Circle (or inside the Urban Service Area) is intended to promote infill and redevelopment, multimodal and intersection improvements, and the targeted addition of roadway capacity through new or wider roads to improve connectivity and relieve congestion hotspots. Improvements within this tier would include things like the expansion of the trails and protected bike lane network, bicycle and pedestrian improvements, and intersection improvements, etc. The third tier, outside Capital Circle (or outside the Urban Service Area), acknowledges that there is still a need to add capacity through new or wider collector and arterial roads. It is recommended that all new or wider roadways be designed as Complete Streets.

It is recommended that mobility plan(s) incorporate mixed-use Trail Oriented Developments (TrODs) and a significant expansion of the trail network as the orienting principal for the plan. Trails and protected two-way bicycle lanes function like arterials for cars and provide mobility between origins and destinations. On-street bicycle lanes, preferably those that are buffered and/or feature bicycle markings, and pedestrian paths (eight feet in width) can function like collectors providing access to the trail network. Sidewalks and bicycle boulevards on low speed roads (25 mph or slower) can function like local roads and connect homes to on-street bicycle lanes and pedestrian paths that then access a community-wide trail network. It is also recommended that mixed-use areas and TrODs should feature a Mobility Hub connected to the trail network to serve as a focal point that brings multiple modes of personal mobility together.

## REGIONAL CONNECTIONS

The trail system in Leon County and the City of Tallahassee provides valuable regional connections. Currently, a trail user can travel from Tallahassee starting on Franklin Avenue, through Cascades Park, over the Monroe St. bicycle and pedestrian bridge to FAMU Way and eventually connecting the St. Marks Trail, all while traveling on a paved trail that is closed to automobile traffic. Once on the St. Marks Trail, users can proceed all the way to Wakulla High School, connecting to the Capital City to the Sea Trail, currently partially completed. When the Capital City to the Sea Trail is complete, users will be able to fully utilize the regional paved trail connection from



Leon County to Panacea.

## CAPITAL CITY TO THE SEA TRAILS

Adopted in March 2014, the *Capital City to the Sea Trails Master Plan* was developed and is maintained by the Capital Region Transportation Planning Agency (CRTPA).

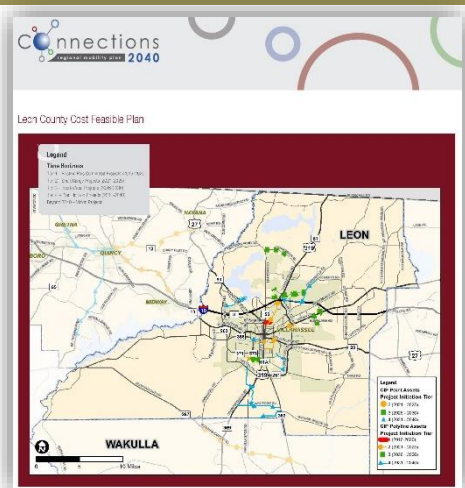
The Capital City to the Sea Trails (CC2ST) is envisioned to be a series of trails that will connect various regions of Leon County and Wakulla County and in the future Franklin, Gadsden, and Jefferson Counties. These trails are not defined for specific users but instead will provide transportation options to allow the movement of citizens in these counties by means other than motorized vehicle. The Greenways Master Plan was the basis for the trail segments proposed for Leon County, with some additional options provided for the Pine Flats Greenway. While this Master Plan is separate from the Tallahassee-Leon County Bicycle and Pedestrian Master Plan, the recommendations are generally carried forward in the Bicycle and Pedestrian Master Plan because they are based on the Greenways Master Plan (which is carried forward in the Tallahassee-Leon County Bicycle and Pedestrian Master Plan).

Since adoption, a PD&E for the Coastal Trail (Lighthouse Road to Surf Road in Wakulla County) has been completed. The segment from the St. Marks Trail to Wakulla High School has been constructed. The segment from Surf Road to Tower Road is anticipated to be under construction in 2019. The segment from the St. Marks Trail to Lighthouse Road is currently in the draft Work Program for construction in 2024. There are no immediate plans to update the Capital City to the Sea Trails Master Plan.

## Proposed Trail Network



<http://crtpa.org/projects/capital-city-to-the-sea-trails/>



## 2040 Regional Mobility Plan

Developed by the Capital Region Transportation Planning Agency (CRTPA) and adopted in November 2015, the *Connections 2040 Regional Mobility Plan* is the long-range transportation plan for the Capitol region that addresses road, bike, pedestrian, transit, airport, freight and other transportation opportunities within Gadsden, Jefferson, Leon and Wakulla counties. The Regional Mobility Plan identifies opportunities, needs, and cost feasible roadway and bicycle/pedestrian projects. Roadway widening projects may also include the addition of bicycle and pedestrian facilities. Additionally, the Cost Feasible Plan for Leon County includes 18 shared use path projects, 2 sidewalk projects, and one bicycle intersection project.

Online: <http://crtpa.org/documents/connections-2040-regional-mobility-plan/>

## CRTPA TRAILS PLAN

Adopted on March 21, 2011, the *CRTPA Trails Plan* is a component of the 2035 Regional Mobility Plan that addresses linkages in regional trail systems. This component plan has since been replaced by the 2040 Regional Mobility Plan, but it remains a valuable documentation of existing and proposed trail facilities.

Online: <http://crtpa.org/documents/the-trails-plan/>

## OFFICE OF GREENWAYS AND TRAILS, FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Office of Greenways and Trails coordinates and provides assistance to implement the Florida Greenways and Trails System Plan.

Online: <https://floridadep.gov/parks/ogt/content/florida-greenways-and-trails-system-plan-and-maps>

## GADSDEN COUNTY BICYCLE AND PEDESTRIAN FACILITIES PLAN

Adopted by Gadsden County in 2012, this plan provides Gadsden County with a planning tool that will pinpoint specific projects and policy recommendations focused on improving the quality of multimodal services it provides its citizens.

Online: <http://crtpa.org/files/55652453.pdf>

## JEFFERSON COUNTY BICYCLE, PEDESTRIAN AND MASTER PLAN

Adopted by Jefferson County in 2013, this plan is an effort to create a vision and framework for a safe and robust bicycle and pedestrian infrastructure network that connects the City of Monticello, rural unincorporated communities in the County, other communities in the region, major employers, schools, and other desired destinations.

Online: <http://crtpa.org/files/87458686.pdf>

## WAKULLA COUNTY BICYCLE, PEDESTRIAN AND BLUEWAYS MASTER PLAN

The *Wakulla County Bicycle, Pedestrian and Blueways Master Plan* was adopted by Wakulla County in 2012. The purpose of this Plan is to provide Wakulla County with a specific planning tool that will pinpoint projects and policy recommendations focused on improving the quality of multimodal services within the County.

Online: <http://crtpa.org/files/55653098.pdf>



## TELLING THE STORY

Tallahassee and Leon County provide a unique variety of routes and trail experiences centered around the area's natural beauty and cultural resources. Cyclists are provided with resources to kick off cycling adventures, interactive maps to help trail users find their ideal route, and way finding signage to facilitate the discovery of Florida's beautiful Capital region and emphasize our community's assets.

### BIKE TALLAHASSEE

A one stop resource for all things bicycling in Tallahassee and Leon County. This website is home to a map that shows all of the named bike routes, lays out the different kinds of bicycling infrastructure and shows where they can be found, and provides the location of bike parking racks, local bike shops, and bike repair stations. Cyclists in Tallahassee can use this website as a resource when mapping a route or determining where they will park when they get to their destination. Additionally, Bike Tallahassee provides information about projects, events, and other local bicycling related news.

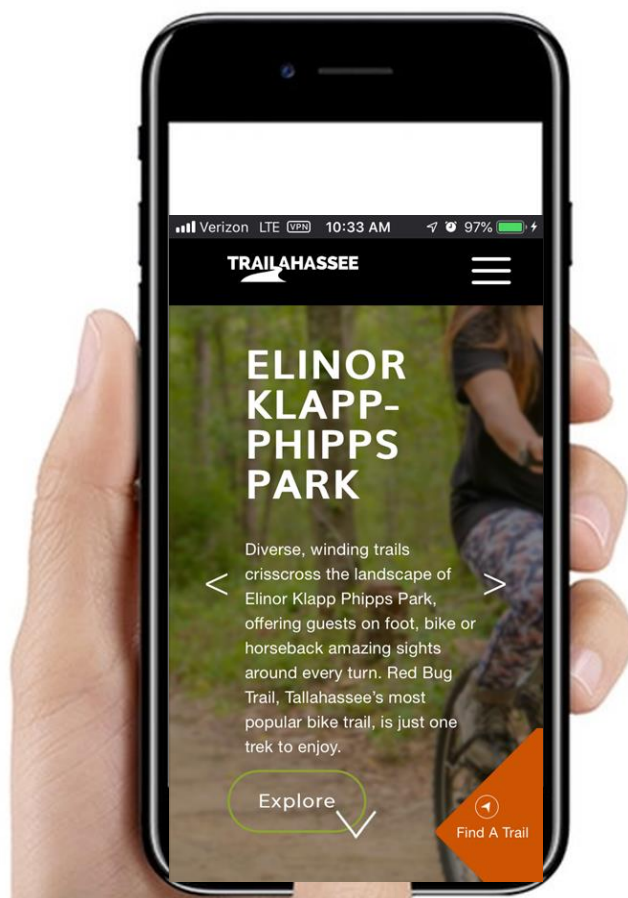
Online: <http://www.biketallahassee.com>

### TRAILAHASSEE

An online resource created and maintained by Visit Tallahassee. It is a showpiece of selected trails that helps visitors and residents find a trail with an interactive map. It also includes a blog where local writers and contributors illuminate Tallahassee's trails and related topics; a list of outfitters, and additional information intended to help visitors and residents plan a trip to Tallahassee.

Online:

<http://www.trailahassee.com>



### WAYFINDING PROGRAM

Just as important as developing a trail network is directing people on how to use them. A uniform system of wayfinding signs can reflect civic pride, enhance the user's route experience, and can emphasize our community's asset areas. The Wayfinding Signage System adopted in 2014 sets out to support the policies established by other Plans including Sense of Place Initiatives, Multimodal Transportation District Plan, Greenways Master Plan and the Downtown Tallahassee Reconnaissance and Strategic Assessment.

## BIKE PARKING PROGRAM



In 2014 the City Commission approved the creation of the Bike Parking Program. Bike racks were ordered, and funding was provided to allow for the installation of these racks. The Planning Department works with the City's Underground Utilities and Public Infrastructure Department to install bike racks where needed on appropriate City right of way.

## BIANNUAL UPDATE ON MULTIMODAL PROJECTS

The Biannual Update on Multimodal Projects details the project information for all bicycle, pedestrian, placemaking, and safety-supportive improvements within Leon County. Projects are categorized by current status:

- **Under Design** – planning and engineering phase
- **Under Construction** –funded and work has begun
- **Completed** – project has been completed

Projects are organized by implementing agency and project statuses are updated biannually. There are currently five agencies funding and constructing multimodal improvements in Leon County:

- City of Tallahassee
- Leon County
- Capital Region Transportation Planning Agency (CRTPA)
- Blueprint 2000
- Florida Department of Transportation (FDOT)

Online: <http://www.talgov.com/Uploads/Public/Documents/place/ba2-2018.pdf>.

## IMBA RIDE CENTER DESIGNATION

The Ride Centers™ designation is created by the International Mountain Bicycling Association (IMBA). This designation is awarded based on an application submitted by an organization such as a local government or other institution and is intended to recognize exemplary mountain biking communities. These are large-scale facilities with something for every rider, from a variety of riding experiences to a variety of ways to have fun off the bike. The local IMBA chapter has proposed that Leon County pursue this designation as a way of recognizing the comprehensive system of trails and facilities that has been created to date, and to attract riders from other communities and states to come ride these trails. Additional information is available at <https://www.imba.com/ride/where-to-ride/ride-centers>.

## OUTREACH AND EDUCATION

Leon County and the City of Tallahassee both promote bicycle and pedestrian education and safety through a variety of efforts. Leon County recently promote safety through the “Let’s Get there Together” campaign. Through billboards, videos, and printed materials, the County promoted safety for drivers, bicyclists, and pedestrians.

**We all have important places to be...  
Let's Get There Together**

**drivers** →

- Bicycles are legal vehicles. Wait until traffic conditions allow you to pass safely, giving them at least 3 feet.
- Obey speed limits and come to a complete STOP at stop signs.
- Never pass/overtake a vehicle that is stopped for pedestrians.

**bicyclists** →

- Ride with the flow of traffic, not against it.
- At night, ride with a white front light and a red tail light.
- Follow the rules of the road. Stop at red lights and stop signs. Obey all traffic signals.

**pedestrians** →

- Always walk on the sidewalk. If there is no sidewalk, walk facing traffic.
- Cross the road at crosswalks or designated midblock crossings.
- Don't rely solely on pedestrian signals. Look before you cross the road.

**MIDBLOCK CROSSING TIPS**

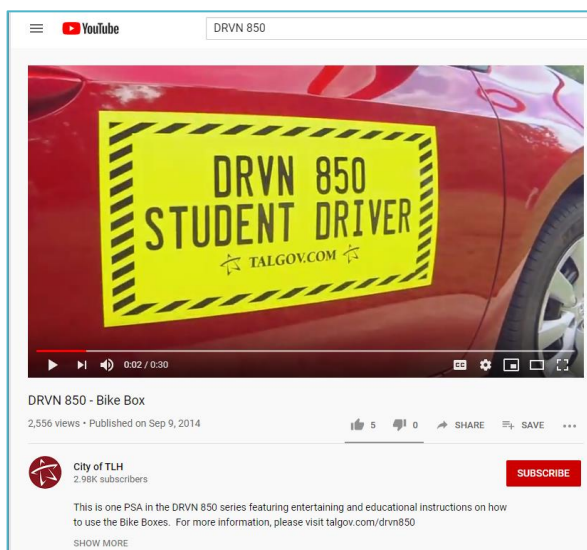
**DRIVER TIP:**  
Flashing yellow lights mean STOP.

**BIKER TIP:**  
Yield to all pedestrians.

**WALKER TIP:**  
Be visible to traffic.

For more safety resources, visit: [www.LeonCountyFL.gov/SafeTogether](http://www.LeonCountyFL.gov/SafeTogether)

The City of Tallahassee developed a series of videos as part of the DRVN850 campaign and as part of the launch of the Downtown-University Protected Bicycle Lanes. These videos are available on the City's YouTube channel and on the Talgov.com website.





## IMPLEMENTATION

### BLUEPRINT

Those projects identified in the Greenways Master Plan that the Blueprint Intergovernmental Agency will fund will require additional study and design prior to implementation. Several of these projects face challenges related to rights-of-way and easements acquisition, as well as management across multiple jurisdictions. For instance, the City's Electric Utility will allow the use of publicly-owned corridors for multiuse trails. Many of these corridors however are established by utility access easements on private property, and therefore, new trail easements will be required from these property owners to implement trail projects within these corridors. However, the intention of all trail projects identified in the Plan is to utilize existing public lands wherever possible to minimize land acquisition costs and to maximize the accessibility and use of these public lands. In 2014, Leon County voters approved an extension of the penny sales tax for an additional twenty years. The sales tax extension includes 27 infrastructure projects including large scale roadway improvements, placemaking projects, and pedestrian and bicycle infrastructure improvements. This includes \$15 million for the bike route system and \$15.8 million for the Greenways Master Plan.

### RECREATIONAL TRAIL PROGRAM

All the projects in the Greenways Master Plan were incorporated into the 2019 Tallahassee – Leon County Bicycle and Pedestrian Master Plan. However, not all unpaved trails are in the plan such as the Munson Hills trail system because they are primarily recreational, and do not serve a transportation purpose. Other programs such as FDEP's Recreation Trail Program are utilized to support these trail planning and implementation projects.

### JOINT CITY/COUNTY BICYCLE WORKGROUP

The Workgroup provides input on cycling-related projects, improvements, events, and ordinances that are considered to be of community interest, to the Planning Department staff for consideration for their recommendations to the Board of County Commissioners and the City Commission. The collective input from the Workgroup is provided with the sole intention of assisting the Board, the Commission and the Planning Department to better serve the growth and environmental interests of the community. The Workgroup is staffed by the Tallahassee-Leon County Planning Department's Comprehensive Planning Division. The staff person serves as the Transportation Planner and the Bicycle and Pedestrian Coordinator.



## AWARDS AND RECOGNITION

In recent years Leon County has earned four National Association of Counties (NACo) Achievement Awards for projects that support the bicycle, pedestrian, and trail needs of citizens. In 2014 Apalachee Regional Park was awarded a NACo Achievement Award for the premier cross country running facility that attracts nationally recognized cross country events. Built upon an unused portion of the Solid Waste Management Facility, this “landfill to park conversion” paved the way for the County to create a beautiful area for citizens to enjoy the regions natural beauty.



The Local Government Infrastructure Surtax (penny sales tax) is a critically important revenue source for the infrastructure and development needs of Leon County. Recognizing the importance of the penny sales tax in generating continued public and private investment, Leon County and the City of Tallahassee launched an educational campaign to educate and engage citizens in honest and transparent dialogue about the impacts of extending the penny sales tax beyond its scheduled expiration in 2019. In 2014, voters overwhelmingly passed the penny sales tax extension, guaranteeing our community a future with holistic infrastructure and economic development investments. This campaign earned Leon County a NACo Achievement Award in 2015.

Also in 2015, the innovative Trailahassee website earned a NACo Achievement Award. What was once a casual nickname that outdoor enthusiasts used to describe the wide variety of beautiful trails in Leon County became a website to promote over 700 miles of trails.

Increased demand for safe sidewalks and walkable neighborhoods led Leon County to develop ranking and selection criteria for sidewalk projects and to adopt a policy to address the most pressing needs for sidewalks in priority order. The Sidewalk Prioritization and Funding Policy provides a dynamic evaluation model for sidewalk projects, making the greatest use of several separate funding streams and earning the County a NACo Achievement Award in 2018.



In 2016, the Gulf Winds Track Club submitted an application and Tallahassee received 2016-2021 Runner Friendly Community designation.

In 2018, the City of Tallahassee was awarded the Silver Level Bicycle Friendly Community designation by the League of American Bicyclists. This award recognizes communities for actively supporting bicycling by providing safe accommodations and encouraging community members to bike for recreation and transportation. Tallahassee is one of only seven Florida communities to receive the Silver Level Bicycle Friendly Community designation. Enhancements over the past few years, such as bike corrals, bike boxes, and protected bike lanes, led the League to award this standing for Tallahassee.



Also in 2016 and 2018, the City of Tallahassee was recognized as one of the best bike cities by Bicycling Magazine. This was in part due to our connectivity of major trails and off street paths, specifically for our urban trail system connecting Downtown Tallahassee, Cascades Park, Florida State University, Florida A&M University, College Town, Gaines Street and a regional trail system that goes south to the Gulf of Mexico. The award also noted that residents are willing to support bike infrastructure, through the Blueprint sales tax that will provide \$1.5 million for bike lanes and trails improvements, and the strength of the bike culture in Tallahassee, with local riding clubs and bike co-ops.



In 2016, People for Bikes awarded Tallahassee the number 3 spot on its list of best new bike lanes for the Downtown-University Protected Bike Lane network.

In 2018, the City of Tallahassee was once again designated as a Silver-level walk friendly community due to its excellent engineering practices, targeted enforcement activities, ordinances that promote density, and variety of outreach techniques used to collect input from diverse segments of the community.



38/50 PHOTOGRAPH COURTESY OF CITY OF TALLAHASSEE

## 38: Tallahassee, Florida



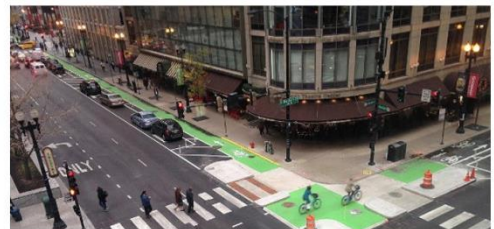
peopleforbikes



## AMERICA'S BEST NEW BIKE LANES OF 2016

December 19, 2016

*Michael Andersen, local innovation staff writer*



## LEARNING FROM OTHER COMMUNITIES

## BOULDER, CO

## (BICYCLING MAGAZINE #12 BEST BIKE CITY IN 2018) (BFC PLATINUM AWARD)

- **Engineering:** Boulder has over 80 underpasses designed to accommodate bicycle and pedestrian uses.
- **Enforcement:** Citizens can fill out a “Close call form” so the city can investigate the incident/location.
- **Encouragement:** Circle Boulder by Bicycle Event. Leon County could do something similar during Bike Month along the Capital Circle multiuse trail.
- **Planning:** Greenways are framed from the viewpoint of the natural environment first and foremost. (i.e. rivers/creeks, watersheds)
- **Evaluation/Planning:** Form a Greenways Advisory Council (GAC).
  - Boulder’s GAC consists of one representative from:
  - Water Resources Advisory Board (WRAB);
  - Transportation Advisory Board (TAB);
  - Parks and Recreation Advisory Board (PRAB);
  - Open Space Board of Trustees (OSBT);
  - Environmental Advisory Board (EAB); and
  - Planning Board.



## GREENVILLE, SC

## (BFC BRONZE AWARD, BUT COMMUNITY IS COMMITTED TO IMPROVING BIKE/PEDESTRIAN EFFORTS)

- **Engineering:** Swamp Rabbit Trail – Connects greenways and abandoned railways
  - Regulatory Language: “In any case in which a greenway is indicated on an adopted plan of the City of Greenville as being located on lands proposed for development, such greenway shall be dedicated and developed.”
- **Engineering:** One study showed a 38% decrease in bicycle-auto collisions and a 71% decrease in serious injuries when green markings were installed on existing bike lanes. Given that 80% of all cycling fatalities in Greenville occur at intersections, this is probably the single most important thing Greenville did to improve bicycle safety.
- **Planning:** Bike locker pilot program
- **Evaluation/Planning:** Increased Transparency relating to bicycle projects. Greenville proposed creating a section on its website documenting its progress towards improving conditions for cyclists.



- **Encouragement:** Mountain Bike Skills clinic
- **Encouragement:** Ride with the mayor (commission)
- **Enforcement:** Law enforcement bicycle workshop during bike month
  - Free commuter safety course during bike month
- **Encouragement:** Shorten and advertise neighborhood routes (~2-5 miles)

## SAN FRANCISCO, CA

### (BICYCLING MAGAZINE #2 BEST BIKE CITY IN 2018) (BFC GOLD AWARD)

- Initiate a bicycle coalition and enlist local businesses to offer discounts to members.
- **Evaluation:** Analyze city topography to designate most comfortable bike routes.
- **Encouragement:** Sunday Streets (10 events annually)
  - Safe Routes to School (150 schools)
  - Bike racks on taxis



## PINELLAS COUNTY, FL

### (REGIONAL CONNECTIVITY AND SECURED FEDERAL FUNDING FOR PEDESTRIAN SAFETY)

- **Encouragement:** Bicycle Pedestrian Master Plan Data Viewer (interactive mapping tool to crowdsource areas where people walk/bike) (see Pittsburgh, PA)
- **Evaluation:** Pinellas County Pedestrian Safety Action Plan (PSAP)
  - The Federal Highway Administration has selected Florida as a Pedestrian Safety Focus State due to a higher-than-average pedestrian fatality rate.
- **Education:** Provide bicycle lights to those in need.
- **Engineering:** Rectangular Rapid Flashing Beacons at priority crosswalks.



## AUSTIN, TX

### (BICYCLING MAGAZINE #13 BEST BIKE CITY IN 2018) (BFC GOLD AWARD)

- **Evaluation:** Revise the Land Development Code (LDC) to support the creation of **compact** and **connected** places.
- **Encouragement:** Implement bicycle share program
  - “Bicycle share systems are one of the most effective entry points for people to bicycling as it removes the barrier of having access to a bicycle at the moment an individual is determining how to best make a trip.”
  - **Viva Streets** – Austin’s version of Open Streets



## PORTLAND, OR

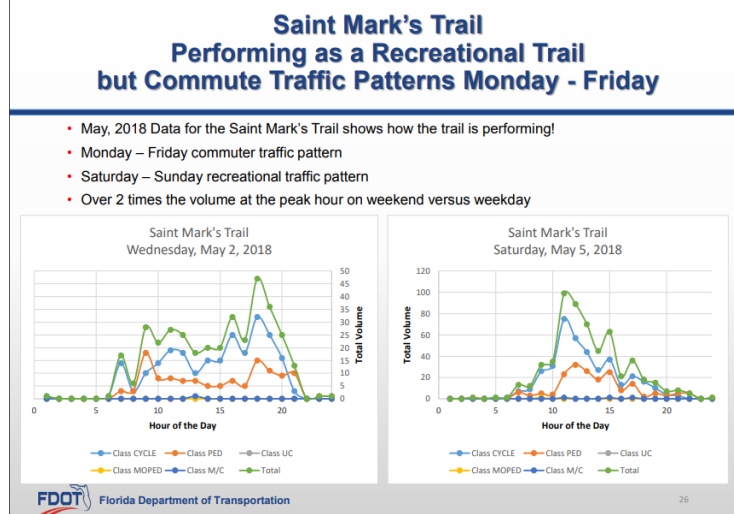
### (BICYCLING MAGAZINE #5 BEST BIKE CITY IN 2018) (BFC PLATINUM AWARD)

- **Encouragement:** Smart Trips
  - Drive alone reduction program. Reaches out to individuals who share an interest in mobility options.
  - StarMetro could possibly partner with bicycle and pedestrian trip planning initiatives.

## WEST PALM BEACH, FL

### (COMMUNITY WAS ABLE TO CONDUCT EXTENSIVE DATA COLLECTION ON CYCLISTS)

- **Evaluation:** Bicycle & Pedestrian Count Program
  - \$20,000 grant awarded by FHWA for Eco-counters
- **Encouragement:** Commuter benefits such as reduced or free transit passes for employees may also increase bicycle trips to/from transit stations.
- **Encouragement:** Establishing a “Guaranteed Ride Home” program, which makes a ride available in case of emergencies for those who do not drive a car to work, similar to the program offered by Commuter Services of North Florida.



## CALGARY, ALBERTA, CANADA

### (UNIQUE TACTICAL URBANISM STRATEGY)

- **Engineering:** rolled out an entire network of protected bicycle lanes throughout its downtown all at once. Building from the citywide bicycle plan, the City Council approved a pilot project to use temporary materials and roll out new protected bike lanes on 4 key downtown streets. For the 18-month pilot, the



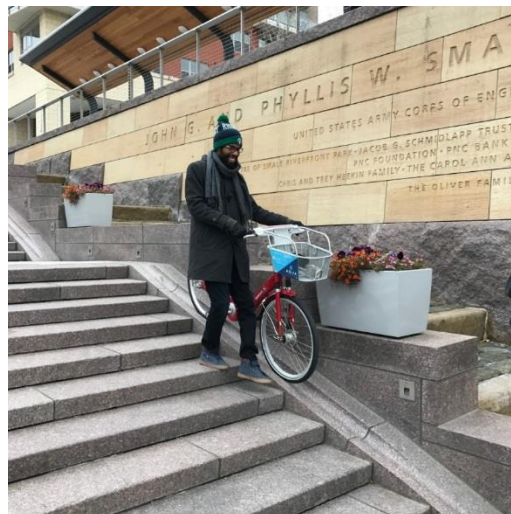
city used flexible materials such as delineator posts, planter boxes and curb stops.

**Impact:** Daily downtown bike use quadrupled the day after the pilot protected bicycle lanes were implemented. After just three months, the city saw a 95% average increase in daily weekday bike trips.

## PITTSBURGH, PA

### (BFC BRONZE AWARD) (PUBLIC PARTICIPATION STRATEGY IS INNOVATIVE)

- **Engineering:** Build runnels (infrastructure that makes it easy to push bikes down stairs – see photo) on downtown stairs to encourage riding to work.
- **Encouragement:** Bike Plan Wikimap allows for users to comment on trouble spots, identify existing trails and gaps, and allows for the input of desired routes.



## MINNEAPOLIS, MN

### (BICYCLING MAGAZINE #4 BEST BIKE CITY IN 2018) (BFC GOLD AWARD)

- **Evaluation/Planning:** Focus on arterial roads first and foremost provides popular routes that are separated from motor vehicles.

“Arterial bikeways have regional significance and attract the highest numbers of bicyclists.”

- **Education:** Create radio and television public service announcements. Topics could include bicycle helmet safety, sharing the road, and following bicycling laws.
  - Use utility bill inserts to reach residents
- **Encouragement:** Create a children's bike map.
- **Engineering:** Install bike racks at all schools, parks, and public buildings that do not have them.
  - Implement a 50/50 cost share program for bicycle racks at private businesses.
- **Evaluation:** Monitor the number of students biking to school at all schools throughout the city.

## MADISON, WI

### (BICYCLING MAGAZINE #8 BEST BIKE CITY IN 2018) (BFC PLATINUM AWARD)

- **Evaluation:**
  - Prior to 2015 Madison had consistently received a Gold designation and in 2006 a Platinum Biking City Planning Committee formed. The committee was tasked with achieving the Platinum designation level through the League of American Bicyclists Bicycle Friendly Communities program, and putting forward a roadmap for Madison to become the best city in the country for bicycling. In 2015 Madison achieved Platinum ranking.
  - City positions for bicycle/pedestrian issues
  - The city employs three positions dedicated to bicycling related issues: a full-time Pedestrian/Bicycle Coordinator who focuses on planning and traffic engineering activities related to bicycle and pedestrian facilities in the city; a fulltime Pedestrian and Bicycle Safety Educator who teaches bicycle and pedestrian safety at schools and neighborhood organizations, and a Bicycle Registration Coordinator who oversees the city's Bicycle Registration program
- **Encouragement:** Promote Bike & Ride

- Study the potential for new park and bike facilities, preferably located along major paths and within three miles of primary employment centers. Like park and rides, investigate donated/leased parking space model. Ensure adequate bicycle parking at various locations along the bike paths.

## SALT LAKE CITY, UT

(BICYCLING MAGAZINE #16 BEST BIKE CITY IN 2018)  
(BFC SILVER AWARD)

### Encouragement:

- Utilize crosswalk flags at more dangerous pedestrian crossings. This is a good interim step while redesigning the crossing to improve safety.
- Leading Pedestrian Intervals
  - They give pedestrians a WALK indication before (typically 3-7 seconds) vehicles are given a green light. The advantage of LPI is that it puts pedestrians in the crosswalk in advance of cars and makes them more visible to turning motorists. The LPI can be omitted if no pedestrians press the pushbutton.
- Artistic bike racks commissioned by the Salt Lake City Arts Council.



## CAMBRIDGE, MA

(BICYCLING MAGAZINE #10 BEST BIKE CITY IN 2018)  
(BFC GOLD AWARD)

- **Engineering:** Contra-flow bicycle lanes
  - Contra-flow bicycle lanes are bicycle lanes designed to allow bicyclists to ride in the opposite direction of motor vehicle traffic. They convert a one-way street into a two-way street: one direction for motor vehicles and bicycles, and the other for bicycles only. (This may be useful in Tallahassee and Leon County where we have one way streets running parallel to Monroe).
- **Engineering:** Designate bicycle priority streets (bicycle boulevard streets). Many streets in Leon County are informally known to be much safer for bicycles since they already discourage vehicular traffic. This would formally designate these streets as such.
- **Education:** Getting Around Cambridge Maps
  - This free map serves as the City's primary educational piece for people who bike, walk, use transit or drive in Cambridge. Included is information about sharing the road, bicycle lanes, signals, real-time tracking for transit, rules and regulations, paying for parking, and more.



## GAINESVILLE, FL

(BICYCLING MAGAZINE #23 BEST BIKE CITY IN 2018) (BFC SILVER AWARD)

- **Evaluation:** Emphasize regional connectivity / rural connections.

- **Encouragement:** Lists bicycle/pedestrian projects by priority and gives detailed location.

## LESSONS LEARNED

### 1. **Incorporate Arts and Culture:**

Tarpon Springs has many nautical themed bike racks which allow for the fusion of the arts into its bicycle culture. Salt Lake City works with the City Arts Council to commission artistic bike racks. Given the local interest in art and murals, Tallahassee-Leon County could pursue similar opportunities with partners, such as the Council of Culture and Art (COCA), to incorporate arts and culture into bicycle, pedestrian, and trail infrastructure.

Additionally, Tallahassee-Leon County could coordinate with the Knight Creative Communities Institute (KCCI) to integrate art, culture, and bicycle infrastructure as they implement Placemaking Week and similar efforts, and as they move forward with their 2020 project to build a bike park where community members can learn about bicycle safety.



### 2. **Incorporate Creative Engineering Solutions:**

Salt Lake City, UT uses crosswalk flags and leading pedestrian intervals to give bicycles and pedestrians extra visibility and time to cross, particularly at intersections where bicycle and pedestrian infrastructure does not yet exist. In Tallahassee and Leon County, the use of pedestrian flags can be considered as an interim solution while bicycle and pedestrian facilities are being redesigned to be more user-friendly. As projects are implemented, solutions such as leading pedestrian intervals, improve traffic light detection for cyclists, arterial road crossings for pedestrians, and fine-tuning loop detection systems can be incorporated to enhance usability of the facilities. In Pittsburgh, PA, staircases incorporate runnels, which are straight, grooved guide next to a stairway so people can go up and down without having to lift and carry their bikes. The land development code in Austin, TX was modified to emphasizing compact development and connected places. Boulder, CO hosts an annual event that circles the city and highlights some of their bicycle and pedestrian infrastructure. Tallahassee and Leon County could consider additional outreach to help



inform the community of the Greenways Master Plan and other plans. When the protected bike lanes and wayfinding signage was installed downtown, staff lead bicycle rides to highlight the new infrastructure and to help provide public education on these new facilities. As infrastructure improvements are made, similar rides and outreach may be considered to help inform the public.

- ### 3. **Focus on Outreach and Education:**
- San Francisco, CA developed a coalition to reach out to local businesses in an effort to support and incentivize their bicycle and pedestrian customer base. Some cities around the country are using bike month as a platform to give local elected officials a chance to ride or walk the community with their constituents. Bike month is also a good time to make sure



that citizens have the proper safety equipment (lights, helmets, etc.) to stay safe all year long. The program Bike Eat Shop Tallahassee (BEST) is a privately initiated program to encourage local businesses to promote bicycling to their establishments by offering discounts. The Joint City/County Bicycle Workgroup could be used to support efforts similar to this. The City and County both promote bicycle safety and education during bike month each year. The Knight Creative Communities Institute (KCCI) recently announced that their project for 2020 will be a bike park to serve as an educational space where community members can learn to ride their bicycle and learn bicycle safety. The park is intended to a small-scale streetscape with realistic bike lane markings.

4. **Make Project Information Available and User-Friendly for Citizens and Visitors:** User-friendly GIS software is becoming a popular tool for public input on bicycle and pedestrian safety concerns. Pinellas County, FL and Pittsburgh, PA have produced successful tools for this purpose. Transparency of ongoing projects is also important to encourage the bicycle and pedestrian community. Gainesville, FL lists ongoing projects on its website and Greenville, SC also notes the importance of project transparency. The Tallahassee-Leon County “One-Stop Shop” for Community Trails currently in development will provide a similar experience to the community with regards to user-friendly information and transparency. This “one-stop shop” is anticipated to be completed early 2020.
5. **Incorporate a Marketing Strategy:** Madison, WI was able to obtain the Bicycle Friendly Community Platinum award by delegating resources specifically to improving their bicycle and pedestrian image. They created a committee charged specifically with the task of moving the city from gold to platinum and also have three full time city jobs that focus on bicycle and pedestrian planning. Portland, OR has also invested in its bicycle and pedestrian employee base through its Smart Trips program. These employees reach out to residents on an individual basis to help them make decisions that will reduce single rider car trips. Tallahassee and Leon County could consider developing a marketing strategy to communicate the many efforts promoted by the City and County, and could use the Bicycle Friendly Community application or the International Mountain Bike Association’s (IMBA) Ride Center Designation to target improvements that could result in higher Bicycle Friendly Community awards for the City and County.
6. **Create and Promote a User-Friendly Bicycle Route Network:** Tallahassee and Leon County currently promote safe, popular bicycle routes through the BikeTallahassee and the Trailahassee platforms. These routes could be revised to take topography into account and to align with the CRTPA bicycle and pedestrian master plan. Madison, WI is focusing resources on park and ride efforts to capture a new audience and bring them into the bicycle and pedestrian sphere. Tallahassee and Leon County could identify and promote park and ride locations located along these routes. Tallahassee and Leon County could increase water fountain access, especially in parks located off greenways, and incorporate wayfinding signage. The County could also consider developing a bicycle parking program to increase the number of bicycle racks along bicycle facilities. Tallahassee and Leon County could evaluate and place an emphasis on the economic benefits of regional connectivity through projects like the St. Marks Trail and the Capital City to the Sea Trails.





7. **Host Open Streets or Ciclovía Events Throughout the City and County:** One commonality of all the Bicycle Friendly Communities with at least Gold standing is that they participated in some sort of Open Streets or Ciclovía event at least once a year. These events involve shutting down a street to automobile traffic so the community can celebrate all the progress they have made in bicycle and pedestrian efforts and allows them to imagine future possibilities. Tallofa Fest in Midtown is an Open Streets event that involved closing Thomasville Road for the majority of a day. Similar events could be considered in other parts of the community.
8. **Continue and Expand Upon Data Collection Efforts:** Data collection is important for any area of planning. Tallahassee and Leon County have unique opportunities to continue capitalizing on the eagerness of FDOT to partner with communities in their statewide non-motorized data program. The Planning Department can continue the bicycle count program and look for opportunities to expand this program to include pedestrian counts.
9. **Engage Cyclists of All Ages:** An effort to engage a younger audience can have reverberating effects on the community at large. Greenville, SC partners with local mountain bike groups to put on a trail skills clinic. Minneapolis, MN monitors the number of students who walk and bike to school to ensure that safe infrastructure is in place for them. They also produce maps designed specifically for families with children. Tallahassee and Leon County currently partner with AARP on a variety of bicycle events and could consider specific outreach to children and families to encourage walking and biking at all ages.
10. **Utilize tactical urbanism:** Tactical urbanism is the use of low-cost, temporary demonstrations and changes to the build environment. Examples include using chalk or temporary paint to create crosswalks or bike lanes, using green carpet and trees in large pots to simulate a small park, etc. These demonstrations can be used to help convey an idea and to test different options for improvements before significant investments are made. San Francisco, CA and Calgary (Canada) implement tactical urbanism projects to demonstrate and test inexpensive, temporary bicycle and pedestrian infrastructure. The Frenchtown Better Block effort did the same and painted temporary b



lanes and crosswalks. The bike lane was later made permanent as part of a resurfacing project for the road. Tallahassee and Leon County could continue to demonstrate and test potential projects through tactical urbanism before investing in permanent infrastructure.

## Appendix 1: Comprehensive Plan Policies Addressing Trails

Element	Goal	Objective	Policy	Title	Description
<b>Vision Statement</b>					Mention of St. Marks Trail and its extensions among natural and recreational reasons for the importance of the Southern Strategy area
<b>Land Use</b>			1.7.2 [L]	Medium Density Residential Development Pattern	Inclusion of proximity to public greenways in locational standards for Medium Density Residential Development
<b>Land Use</b>			2.1.5 [L] (COT)		Requires residential developments to be designed to include a system of internal and inter-neighborhood circulation which promotes pedestrian and bicycle mobility.
<b>Land Use</b>			2.1.5 [L] (LC)		Requires bicycle facilities along major collectors or other streets with higher functional classification in residential developments
<b>Land Use</b>			2.2.4 [L]	Village Mixed Use	Trails included in list of allowed uses in minimum percentage of land use by acreage in Village Mixed Use Intensity Guidelines
<b>Land Use</b>			2.2.7 [L]	Research and Innovation Land Use	Indicates that Research and Innovation Land Use should be located in areas with access to transit, bicycle, and pedestrian facilities.
<b>Land Use</b>			2.3.5 [L]		Indicates the Planning and Growth Management Departments shall encourage the use of Conservation Subdivisions in areas with direct connections to existing or planned greenways.
<b>Land Use</b>			10.1.1 [L]	Southeast Sector Plan Overview	Requirement that 20-30% of the land in the SE Sector Planning Area consist of open space/greenways.
<b>Land Use</b>			10.1.2 [L]	Southeast Sector Plan Implementing Land Use Districts	Indicates that several of the implementing land uses for the SE Sector Planning Area should include bicycle and pedestrian access/facilities and not over-rely on automobile use.
<b>Land Use</b>			10.1.3 [L]	Transportation	Lists numerous requirements for inclusion of pedestrian and bicycle facilities in SE Sector development
<b>Land Use</b>			10.1.4 [L]	Open Space/Greenways	Pooled open space/greenway requirements within Southeast Sector Plan

<u>Element</u>	<u>Goal</u>	<u>Objective</u>	<u>Policy</u>	<u>Title</u>	<u>Description</u>
Land Use			11.4.1 [L]		Listed as an exception to certain uses not be located in Southern Strategy Area (environmental justice)
Land Use			13.1.2 [L]	Primary Open Space Systems and Greenways	Listed in several subsections indicating that the Welaunee Toe and Heel should have an interconnected system of greenways and trails open to the public
Land Use			13.1.3 [L]	Land Use	Has numerous requirements for land uses near/adjacent to the Miccosukee Canopy Road Greenway
Land Use			13.1.4[L]	Transportation	Includes requirements for recreational and alternative transportation multi-use paths be planned in Welaunee for internal bicycle and pedestrian travel that connects to the Miccosukee Canopy Road Greenway at multiple locations, consistent with the Miccosukee Canopy Road Greenway Master Plan; limits road access across Miccosukee Canopy Road Greenway,
Mobility	1 [M]				Goal is to establish a safe, energy efficient multi-modal transportation system that provides mobility for pedestrian and bicycle users
Mobility			1.1.2 [M]		Requires designation of energy efficiency districts with safe, comfortable environment for pedestrians and cyclists, including a connectivity plan
Mobility			1.1.5 [M]		Requires the maintenance of a Greenways Master Plan that integrates pedestrian and bicycle mobility into a linear park and open space system that connects local, regional, and state facilities, with specific emphasis on connections within Downtown and energy efficiency districts.
Mobility			1.1.8 [L]		Requires that development projects shall contribute to an environment that promotes walking and cycling, the installation of shared use paths, and direct connections to the regional biking network.

Element	Goal	Objective	Policy	Title	Description
Mobility			1.2.3 [M]		Requires establishing and maintaining a safe and effective system of bicycle lanes, sidewalks, and shared-use paths in conjunction with existing and planned roadways and the Greenways Master Plan.
Mobility			1.2.5 [M]		Requires the designation of preferred entrance corridors and adoption of regulations to convert them into shaded pedestrian ways over time.
Mobility			1.3.1 [M]		Requires evaluation of the natural features of Leon County to avoid fragmenting natural features, including greenways.
Mobility			1.3.7 [M]		Directs to aesthetically enhance and provide added environmental protection to existing and new transportation corridors by creating new, or increasing the number of green spaces/open areas and pedestrian oriented areas
Mobility			1.4.7 [M]	Energy Efficiency District Network and Connectivity	Policy relating to prioritization of connectivity between high concentrations of pedestrian activity and access between transportation modes, including greenways and trails
Mobility			1.5.6 [M]	Transportation Concurrency in the MMTD	Requires primary emphasis in the capital improvements plan for the MMTD to be on bicycle and pedestrian (and transit) projects
Mobility			1.6.3.[M]		Requires that future right of way needs take into consideration the provision of space for sidewalks and bike lanes, or separate bike paths
Conservation	6.1 [C]		6.1.1 [C] - 6.1.4 [C]	Greenways	Objective indicating the local government shall implement a county-wide greenways network.
Parks & Rec.			1.1.1. [R]	Park Type Descriptions	Inclusion of trails as part of typical facilities in Regional Parks, Resource Management Areas
Parks & Rec.			1.1.4 [R]		Includes trail systems as exception to requirement to keep 50% of natural features remaining undeveloped in new park facilities
Parks & Rec.			1.2.2 [R]		Requires providing safe pedestrian/bicycle accessways whenever feasible

<u>Element</u>	<u>Goal</u>	<u>Objective</u>	<u>Policy</u>	<u>Title</u>	<u>Description</u>
<b>Parks &amp; Rec.</b>			1.5.3 [R] (LC)		Policy indicating the County shall help fund and develop a Greenways Trail System
<b>Glossary</b>				Passive Recreation	Inclusion of hiking trails as an example of passive recreation







**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #20**

# Leon County Board of County Commissioners

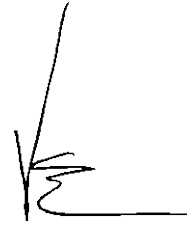
## Agenda Item #20

October 15, 2019

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

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

**Title:** FY 2019-20 Board Retreat Overview



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Debra Sears, Director of Library Services Heather Peeples, Special Projects Coordinator Mathieu Cavell, Assistant to the County Administrator

### **Statement of Issue:**

This agenda item provides an overview of the proposed FY 2019-20 Board Retreat, which is recommended to include two parts: (1) a focused Board discussion on re-envisioning the Leon County Public Library and (2) the annual update to the County's Strategic Plan.

### **Fiscal Impact:**

This item has a fiscal impact. Adequate funding has been budgeted and is available to support the FY 2019-20 Board Retreat.

### **Staff Recommendation:**

Option #1: Accept the FY 2019-20 Board Retreat Overview.



## Report and Discussion

### **Background:**

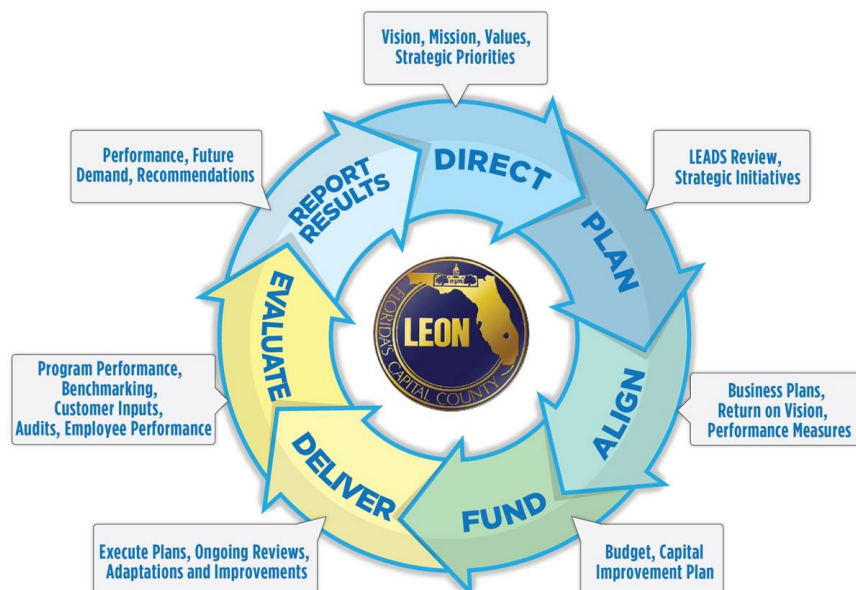
For many years the Board has conducted an Annual Retreat, facilitated by the County Administrator, for the purpose of establishing the County's priorities for the year. Each year's Annual Retreat provides an opportunity for the Board to align the resources of the organization to achieve the Board's Vision, reaffirm the County's Strategic Priorities, and establish new Strategic Initiatives – away from the normal day-to-day agendas, budgets, and workshops.

2011 marked the adoption of a new strategic planning process focused on developing a shared vision for the future of the Leon County community. This shared vision drives the remainder of the County's strategic planning process, which ensures that Commissioners have the opportunity to consider changes in both the internal and external environment such as revenue changes, regulatory changes, and changes in needs and service expectations of citizens and other stakeholders in setting the County's strategic direction. The planning process led to the development and implementation of the FY 2012-2016 Strategic Plan, which provided an important foundation for the current FY 2017-2021 Strategic Plan.

Also in 2011, the County Administrator introduced the Leon LEADS organizational structure - a comprehensive strategic process to align the Board's top priorities with the optimized resources of the organization while instilling the County's "People Focused. Performance Driven." culture. Leon LEADS stands for:

- L**istens for changing needs,
- E**ngages citizens and employees,
- A**ligns key strategic processes,
- D**elivers results & relevance, and
- S**trives for continuous improvement.

The following graphic illustrates the complete cycle of how Leon County aligns and integrates its core strategic processes, consistent with the Leon LEADS structure, in order to be a model 21st Century county government that our citizens believe in and others benchmark against.



From FY 2011 through FY 2015, the Board's Annual Retreat focused on updating and reaffirming the Strategic Plan. In 2016, the Board Retreat served to both close out the FY 2012-2016 Strategic Plan and establish the baseline for the FY 2017-2021 Strategic Plan. The current five-year plan includes updated Mission and Vision statements, new Strategic Priorities and Initiatives, as well as a series of five-year Targets and one "Bold Goal," which are stretch goals designed to be big and difficult to achieve but are worthy of Leon County's best efforts. In FY 2017 and FY 2018, the Annual Retreat again focused on updating the current Strategic Plan, updating the Board on the County's progress toward reaching its five-year Targets and Bold Goals, and adding new Strategic Initiatives. Attachment #1 presents a brief summary of actions taken at the Board's Annual Retreats since FY 2011.

The remainder of this agenda item provides an overview of the proposed FY 2019-20 Board Retreat agenda, which includes a presentation and focused discussion with the Board on the future of the Leon County Library, as well as an opportunity to update the County's FY 2017-2021 Strategic Plan.

### **Analysis:**

FY 2019-20 marks the third "update" year of Leon County's FY 2017-2021 Strategic Plan. As indicated above, the Board has traditionally utilized update years to reaffirm the Mission, Vision, and Strategic Priorities that form the basis of the Strategic Plan; receive an update on the County's progress on its Targets and Bold Goals; and adopt new Strategic Initiatives to address new challenges and opportunities and advance the Strategic Plan. In addition, the Board has used this time to discuss current issues of importance to the County's long-term strategic priorities, as well as those issues on which we expect to focus our efforts and resources in the coming year.

At last year's Retreat, Leon County invited nationally renowned Dr. Eric Klinenberg to speak and facilitate a conversation on social infrastructure, a concept that goes well beyond brick and mortar projects and instead focuses on spaces, places, and other local resources that foster relationships and promote interaction among diverse groups. As a Professor of Sociology at New York University and Director of the Institute for Public Knowledge, Klinenberg argued public libraries are central to how local governments continue to remain mindful of social health and well-being of our community and the citizens we serve.

Building upon the progress made at last year's Retreat, the FY 2019-20 Board Retreat proposes a segment dedicated to the Board's consideration of establishing an action plan to ensure the library's continued relevance and maximization of the library system's resources to address the needs and goals of the community.

### *Turning the Page: Re-Envisioning the Possibilities of the Public Library*

Public libraries were conceived in an age of information scarcity when access to knowledge was limited by physical space and location. In today's networked world, information is in abundance and the spread of powerful digital communication technology has increased access to information, job opportunities, education, government resources, healthcare, and civic participation. Economic, educational, civic and social opportunities are tied to a whole new set of knowledge and skills that barely existed a generation ago, and people without these skills or access will be quickly left

behind. These changes do not mean that libraries have become irrelevant, but rather highlight the need for a new organizational model and expanded focus areas to ensure continued relevance.

Unsurprisingly, local and national trends indicate that throughout the nation and here in Leon County, circulation of physical materials is declining while demands for digital content, gathering space, and interactive programming continues to rise. Libraries are no longer book warehouses. Rather, they are critical social infrastructure and integral to the community's continued success and resilience. Given the geographic placement in every community as well as existing staff skillsets and focus on connecting people to resources, the library is uniquely positioned to drive success in today's knowledge-based society.

Over the last several years, national efforts have been made by organizations like the Aspen Institute to support communities in re-envisioning and transforming their public libraries in the digital age. In partnership with the Bill & Melinda Gates Foundation, the Aspen Institute published a guide, *Rising to the Challenge: Re-Envisioning Public Libraries*. The report provides concrete actions that can be taken to raise the profile of public libraries to the center of the knowledge society, highlight the opportunities and possibilities, increase support for an expanded library role in a networked world and spark a conversation and action to re-envision the 21st century library as a center of learning, innovation and creativity. The Aspen report and research from other relevant national and regional entities will be further discussed and utilized as part of the January retreat.

Building on these national and local trends, County staff joined representatives from the Knight Foundation and the Friends of the Library on a Multi-City/State Tour of Innovative Public Library Systems. By visiting five different library systems across the region, dozens of locations, and meeting with scores of library program experts, County staff and community members saw firsthand how libraries have reinvented themselves to meet community needs in a networked world. While books and print materials will always play a foundational role in libraries, the communities visited during the tours recognized that a singular focus on lending materials can no longer suffice.

Alternatively, the libraries visited during the tours had refocused their mission on improving the lives of county residents and saw the library as a partner in addressing a broad range of community challenges. In the area of literacy and education, the libraries saw themselves as a partner with the local school district and developed programs to support struggling students as well as their parents. These communities also saw the role that libraries can play in the local economy and in workforce development by promoting digital literacy skills and offering services and spaces to support entrepreneurs and creative professionals. Library leaders recognized the positive impact that educational and recreational programs, volunteer opportunities, and designated spaces for teens can have on their county's juvenile crime rates or the rates of "disengaged youth" who are neither employed nor enrolled in school.

Incrementally, Leon County libraries have also adopted innovative programs and services over time including the Seed Library, the Library Lecture Series, lending mobile hotspots and telescopes, virtual reality equipment, and thousands of digital materials. However, with a renewed

vision and alignment of library services in support of community goals, the Leon County Public Library is prepared to take on transformational changes over the next several years.

The Retreat will include an overview of best practices among innovative library systems as identified during the tours as well as those promoted by relevant organizations including the Aspen Institute. These findings will be the basis of a proposed, action plan to realign Library programs, services, staff, and physical spaces to support the needs and goals of the communities we serve. The action plan will include an updated Library mission statement, focus areas around which programs and services can be developed, and recommendations for soliciting input from citizens and stakeholders. Utilizing the Aspen Institute's guidelines, the Library plans to use the 2020 LEADS Listening Sessions at each of their branches as an opportunity to engage active patrons and non-library users alike in conversations about how libraries can be a more meaningful resource for all residents. Feedback will also be solicited through citizen surveys as well as discussions with the Friends of the Library, the Library Advisory Board, and the Library's Teen Advisory Board.

Subsequent to the Retreat and completion of various citizen engagement efforts, a multiyear timeline and implementation plan will be presented to the Board for approval.

#### *Strategic Plan Update*

Following the discussion of the Leon County Library, staff recommends that the Board utilize the afternoon segment of the retreat to perform the necessary annual update to the County's Strategic Plan (Attachment #2) by:

- Reviewing the current Vision Statement and Strategic Priorities, and amending if necessary;
- Reviewing the progress that has been made on the Bold Goals and 5-year targets;
- Reviewing the progress that has been made on the 75 Strategic Initiatives adopted by the Board; and
- Amending any of the Strategic Initiatives that the Board previously approved and identifying and adding new Strategic Initiatives.

During this time the Board may also wish to address specific issues and may direct staff to prepare status reports or other analysis for consideration during the Retreat.

#### **Options:**

1. Accept the FY 2019-20 Board Retreat Overview.
2. Do not accept FY 2019-20 Board Retreat Overview.
3. Board direction.

#### **Recommendation:**

Option #1

#### **Attachments:**

1. Summary of 2011 - 2018 Board Annual Retreats
2. Leon County FY 2017-2021 Strategic Plan

## **Summary of Annual Board Retreats**

### **FY 2011-12 Retreat**

During the December FY 2011-12 retreat, the Board began to align its strategic processes by defining its Vision Statement. The Board then participated in a SWOT process (strengths, weaknesses, opportunities, and threats). Utilizing the SWOT analysis, the Board established four strategic priority areas for the next two years. The four Strategic Priorities, Economy, Environment, Quality of Life, and Governance, are high-level categories of focus, which consider the desired future condition and the major areas of County government's responsibilities, critical to the success of the community. Strategic Priorities determine the entire direction of Leon County government.

Subsequent to receiving the Board's direction during the retreat, extensive efforts were undertaken by staff from December 2011 through February 2012 to identify 84 Strategic Initiatives that would bring the Board's four Strategic Priorities into action. Countywide departments and divisions also revised their missions to align with the County's Vision Statement. Those Strategic Initiatives and the County's core practices were approved by the Board on February 28, 2012.

### **FY 2012-13 Retreat**

As approved by the Board, the December 2012 retreat provided an opportunity to update the plan it established in 2011, as it was the second year of the two-year plan. During the retreat, the Board refined its Vision Statement and some of its Strategic Priorities and existing Strategic Initiatives, and identified 25 new Strategic Initiatives. Additionally, the Board engaged in a discussion facilitated by John Streitmatter, Principal with Leadership Research Institute. This discussion included:

- Opportunities to enhance the leadership capacity of the Commission,
- How Commissioners work together,
- How the Board works with community partners,
- How the Board engages with citizens, and
- How the Board works and engages with staff.

Through this effort, the Board became better positioned to deal with issues that cannot be planned for.

### **FY 2013-14 Retreat**

During the December 2013 retreat, the Board held a conversation with FSU President Eric Barron regarding the redevelopment of the Civic Center district, as well as a conversation with Liz Joyner and Bob Jones (Florida Conflict Resolution Consortium) regarding moving citizen engagement to "the next level," which led to the creation of the "Club of Honest Citizens" series. During the Retreat, the Board added 13 new strategic initiatives. Also during the retreat, the Board approved transitioning to a five-year planning cycle with continued annual reviews and updates, and semi-annual status reports. Leon County's current Strategic Planning cycle shifted to FY 2012 through FY 2016.

### **FY 2014-15 Retreat**

The December 2014 retreat included a discussion with FSU President John Thrasher, who shared his vision for the university and continued the discussion of the Madison Mile Convention District redevelopment project. The Commission discussed "Finding the Community's Common Ground" with speaker Steve Seibert. Additionally, four key topics were considered: mental health delivery in

the community, the solid waste management facility, partnering to promote skilled workforce opportunities, and the comprehensive plan. Reflective of the day's discussions the Commission added 12 new Strategic Initiatives to the FY 2012 through FY 2016 Strategic Plan.

#### FY 2015-16 Retreat

The FY 2015-16 Board Retreat served as the last in a 5-year cycle in guiding the FY 2012 – 2016 Strategic Plan. The December 7, 2015 Retreat included six issues on the day's agenda which began with staff presentation including possible Strategic Initiatives for Board consideration, followed by Board discussion. As a result of the six key issues and subsequent Board discussion, a total of 19 new initiatives were added to ensure staff's actions align with the Board's strategic priorities.

#### FY 2016-17 Retreat

The FY 2016-17 Board Retreat served to both close out the FY2012-FY2016 Strategic Plan and establish the baseline for the FY2017 – FY2021 Strategic Plan. During the retreat, the Board received a final summary of the last five-year plan, reviewed an environmental scan of the County, and conducted a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis in preparation for developing a plan for the next five years.

As part of the planning process, the Board reestablished the Vision Statement and Strategic Priorities in addition to establishing new Strategic Initiatives. Staff also proposed adopting an organizational Mission Statement, a "Bold Goal" for each priority area, as well as, a series of 5-year "Targets."

#### FY 2017-18 Retreat

Following one of the most active hurricane seasons in recorded history, the FY 2017-18 Board Retreat focused on the County's community resilience efforts to date, targeting new and emerging trends for leaders, and exploring how Leon County can drive resiliency forward. Leslie Chapman-Henderson, president and chief executive of the Federal Alliance for Safe Housing (FLASH), facilitated a conversation with the Board to expand the Board's understanding of community resilience, strengthen our existing organizational capacity and evaluate long term policy making.

During the Retreat, the County Administrator reviewed the County's progress toward each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets, revised the Economy five-year target regarding job creation, and adopted a total of 16 new initiatives.

#### FY 2018-19 Retreat

Building upon the County's extensive efforts to create senses of place in our community through programs, planning, and infrastructure, the FY 2018-19 Board Retreat focused on the status and outlook of the County's "social infrastructure" – the places, events, and resources that strengthen communities by fostering social interactions and building relationships.

The County Administrator provided an update on the current status and outlook of Leon County's extensive efforts to build social infrastructure in the community. The presentation included a review of recent social infrastructure initiatives and upcoming initiatives to expand and enhance social infrastructure. Following the presentation, the Board was joined by Dr. Eric Klinenberg, a Professor of Sociology at New York University, Director of the Institute for Public

Knowledge. Dr. Klinenberg provided a presentation on social infrastructure, which is the focus of his new book *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*. Following his presentation, Dr. Klinenberg led the Board in a discussion focused on how to continue to build a vibrant social infrastructure system in Leon County.

During the final segment of the Retreat, the County Administrator reviewed the County's progress toward each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets, and adopted a total of 17 new initiatives.





**LEON COUNTY FY2017-2021**

# STRATEGIC PLAN

**UPDATED JANUARY 2019**

ECONOMY ENVIRONMENT QUALITY OF LIFE GOVERNANCE





(Left to Right) District 1 Commissioner Bill Proctor, District 3 Commissioner Rick Minor, At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson (Chairman), District 4 Commissioner Bryan Desloge (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.

# LEON COUNTY

On behalf of the Board of County Commissioners and the dedicated men and women of Leon County Government, I'm proud to present the updated Fiscal Year (FY) 2017-2021 Leon County Strategic Plan. In the pages ahead, you will read about the County's vision, priorities, and initiatives that guide our daily efforts, as well as bold goals and five-year targets, which keep County employees striving to make Leon County a special place to live, work, and play.

Each year we update our Strategic Plan as we continue to evolve, engage, and execute our strategy. Our culture of performance has made Leon County known nationwide and here at home as a county government of innovative problem solvers working on behalf of and alongside our citizens in



County Administrator Vincent S. Long

addressing the needs of the day and shaping our future.

In the pages ahead, you will see how we at Leon County plan and measure our success in the priority areas of Economy, Environment, Quality of Life, and Governance. Our Strategic Plan guides our efforts at every level of the organization and provides a foundation for setting the standard in public service. Recently updated for the current year, this plan features five-year targets that keep us focused on tangible results, and our bold goals that ensure we stretch ourselves to expand possibilities and exceed expectations.

And we cannot do all this alone. In the years ahead, we will continue to engage citizens as co-creators of this special community we share.

## CORE PRACTICES

- » Delivering the “Wow” factor in Customer Service.
- » Connecting with Citizens.
- » Demonstrating Highest Standards of Public Service.
- » Accepting Accountability.
- » Exhibiting Respect.
- » Employing Team Approach.
- » Exercising Responsible Stewardship of the Community’s Resources.
- » Living our “People Focused, Performance Driven” Culture.



## VISION

A community that is safe, healthy and vibrant.

## MISSION

To efficiently provide public services which serve and strengthen our community.



# FY2017-2021 Strategic Plan

### VISION

A community that is safe, healthy and vibrant.

### MISSION

To efficiently provide public services which serve and strengthen our community.

### CORE VALUES

Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance

## STRATEGIC PRIORITIES

### Economy

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

### Environment

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

### Quality of Life

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

### Governance

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

STRATEGIC INITIATIVES

BOLD GOALS AND TARGETS

### Vision

**A community that is safe, healthy and vibrant.**  
Leon County's vision statement is an aspirational description of what the organization would like to achieve and accomplish in the future. The vision statement also describes how Leon County, in an ideal state, should look in the future.

### Mission

**To efficiently provide public services which serve and strengthen our community.**  
Leon County's mission statement supports the vision and serves to communicate purpose and direction to employees, citizens, vendors and other stakeholders. The mission statement reflects the organization's vision, but is more concrete and action-oriented.

### Core Values

**Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance**  
Leon County's core values are the foundational, guiding principles on how the County team serves the public, exceeds expectations, and accomplishes big, game-changing projects and initiatives. These core values serve as the foundation for our core practices, which are the ways we live our values every day through public service.

### Strategic Priorities

Leon County's Strategic Priorities are high-level categories of focus in the County's major areas of responsibilities: Economy, Environment, Quality of Life, and Governance. The priorities consider the County's future in each area and are critical to the success of the community. As part of the strategic plan, these priorities inform every decision and every initiative made by Leon County.

### Strategic Initiatives

Leon County's strategic initiatives are program- or area-specific projects that align with the County's strategic priorities to serve and strengthen the community. In the FY2017-2021 Strategic Plan, the 75 strategic initiatives ensure that the optimized resources of the County are aligned to address the community's most pressing issues and to achieve the County's top priorities.

### Bold Goals and Targets

Bold goals are truly stretch goals that will be big and difficult to achieve, but are worthy of Leon County's best efforts. Bold goals require the County to explore new partnerships, identify new opportunities, and inspire new ideas.  
  
Leon County's five-year targets are aligned with each strategic priority and will communicate to the public and staff throughout the County the specific results the County expects to achieve through the collective execution of the strategic initiatives. Achieving these five-year targets will demonstrate results, accountability, and the strength of long-term planning.



# ECONOMY

## PRIORITY

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



Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.



Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.



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



Grow our tourism economy, its diversity, competitiveness and economic impact.

### PROGRESS AS OF SEPTEMBER 2018

#### BOLD GOAL

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

**36%**  
(\$1.8 Billion)

#### 5-YEAR TARGETS

- » Attract 80 state, regional, or national championships across all sports
- » Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage jobs
- » Connect 5,000 students & citizens to middle skilled job career opportunities
- » Host 100,000 residents & visitors as part of the Amphitheater County Concert Series

**38%** (30 Championships)

**129** Entrepreneur Ventures (26%), 3,428 New Jobs\* (30%), and 123 High-Wage Tech Jobs (31%)

**35%** (1,755 Students and Citizens)

**11%** (11,203 Residents and Visitors)


*\*Estimate based upon available data.*



# ENVIRONMENT


## PRIORITY

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



(EN1)

Protect the quality and supply of our water.




(EN3)

Promote orderly growth and sustainable practices.



(EN2)

Conserve and protect environmentally sensitive lands and our natural ecosystems.



(EN4)

Reduce our carbon footprint.



### PROGRESS AS OF SEPTEMBER 2018

## BOLD GOAL

Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone

**659**  
septic tank upgrades or eliminations in progress

## 5-YEAR TARGETS

- » Plant 15,000 trees including 1,000 in canopy roads **18%** (2,824 Trees)
- » Ensure 100% of new County building construction, renovation and repair utilize sustainable design **On target**
- » 75% community recycling rate **66%** Recycling Rate
- » Construct 30 miles of sidewalks, greenways and trails **61%** (18.42 Miles)



Lake Henrietta  
Leon County, Florida

Developed with financial assistance provided by the Florida Department of Environmental Protection through the Florida Recreational Development Assistance Program.



# QUALITY OF LIFE

## PRIORITY

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



Maintain and enhance our parks and recreational offerings and green spaces.



Support strong neighborhoods.



Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.



Provide relevant library offerings which promote literacy, life-long learning and social equity.



Provide essential public safety infrastructure and services.



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



Assist local veterans and their dependents with securing entitled benefits and advocating their interests.



### PROGRESS AS OF SEPTEMBER 2018

## BOLD GOAL

Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans & their families

**57%**  
(\$56.8 Million)\*

\* Estimate based upon available data.

## 5-YEAR TARGETS

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

**87%**  
(11,771 New Books)

**32%**  
(32 Fire Hydrants)

**39%**  
(3,340 Citizens)

**20%**  
(204 new acres)





# GOVERNANCE

## PRIORITY

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



Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.



Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County’s Core Practices.



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



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.



Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.



Attachment #2  
Page 7 of 11

### PROGRESS AS OF SEPTEMBER 2018

## BOLD GOAL

Implement 500 citizen ideas, improvements, solutions & opportunities for co-creation

**41%**  
(207 Citizen Ideas)

## 5-YEAR TARGETS

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

**20%**  
Reduction  
(2 days faster)

**90%**  
Participation  
(502 Employees Participating)

**34%**  
Reduction

**45%**  
of Employees Trained





STRATEGIC INITIATIVES – **ECONOMY**

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



- enhancements to the MWSBE program. (2016-7)
- » (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- » (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/ Southside CRA including the County’s partnership with the City. (2016-9)
- » (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- » (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- » (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)
- » (EC2) Evaluate expanding Leon Works as a regional event and to different segments of the community. (2017-1)
- » (EC2) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (2017-2)
- » (EC2, EC3) Continue to partner with Shop Local 850 to promote Leon County’s local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local. (2017-3)
- » (EC2, EC3) Explore ways to expand how local businesses can do business outside of the community. (2017-4)
- » (EC4) Raise awareness of County trails through the Division of Tourism Strategic Plan. (2017-5)
- » (EC4) To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation. (2018-1)

STRATEGIC INITIATIVES – **ENVIRONMENT**

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



- (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- » (EN2, EN3, EN4) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. (2017-6)
- » (EN1, EN2, EN3) Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks. (2017-7)
- » (EN1, EN2, EN3) Continue to work with the state to seek matching grants to convert septic to sewer systems. (2017-8)
- » (EN4, EN3) Develop an action plan to further reduce the County Government’s carbon footprint. (2018-2)
- » (EN1, EN2) To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings. (2018-3)
- » (EN3, EN4) Pursue NACo’s SolSmart designation. (2018-4)
- » (EN1) Ensure County’s water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County’s adopted strategic priority: to protect the quality and supply of our water. (2018-5)
- » (EN1) Develop and enhance communications strategies to inform citizens of the County’s overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water (2018-6).



STRATEGIC INITIATIVES – **QUALITY OF LIFE**

- » Continue to expand recreational amenities to include:
  - (Q1, Q6) Implement a master plan for the Apalachee Regional Park. (2016-24A, rev. 2017)
  - (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
  - (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
  - (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
  - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
  - (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- » (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- » (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- » (Q4, G1, G5) Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way’s decision to conduct a separate funds distribution process. (2016-27)
- » (Q4, Q5) Implement the Joint County-City Affordable Housing Work Group’s efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)
- » Continue to serve our seniors through programs and partnerships, including:
  - (Q4) As Florida’s first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
  - (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)
  - (Q4, EC4) To continue to support Choose Tallahassee’s efforts to market our community as a retirement destination. (2016-29C)
- » (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- » (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- » (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- » (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- » (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2016-34)
- » (Q2) Explore opportunities to increase to high speed internet access through a “mobile hot spot” library lending program. (2016-35)
- » (Q5, Q6) Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting

- installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)
- » (Q1, Q5, Q6) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (2017-10)
- » (Q7) Enhance partnership with CareerSource to increase job and economic opportunities for local veterans. (2018-7)
- » (Q5, Q6) Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension). (2018-8)
- » (Q4) Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community. (2018-9)
- » (Q3) Implement practices and strategies to further enhance the response to mass casualty incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding. (2018-10)
- » (Q4) Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-11)
- » (Q6, Q1) Implement a minimum grid bicycle route network. (2018-12)

STRATEGIC INITIATIVES – **GOVERNANCE**



- » (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)
- » (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- » (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- » (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- » (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- » (G4) Continue County sponsorship of employees’ participation in the Certified Public Manager training. (2016-41)
- » (G1) Seek opportunities for partnerships through NACO and FAC’s enterprise programs. (2016-42)
- » (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- » (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)
- » (G1, G2) Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation’s first #HurricaneStrong county. (2017-11)
- » (G1, G3) As part of Leon County’s Citizen Engagement Series, conduct an annual “Created Equal” event to strengthen the County’s commitment in tackling difficult subjects. (2017-12)
- » (G1) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. (2017-13)
- » (G2, G5) Implement the recommendations of the Hurricane Irma After Action Report. (2017-14)
- » (G2, G5) Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam. (2018-13)
- » (G2, G5) Implement the recommendations of the Hurricane Michael After-Action Report. (2018-14)
- » (G1) Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019. (2018-15)
- » (G3, G1) Explore ways to promote and build upon Leon County’s success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities. (2018-16)
- » (G3, G5) Evaluate incorporating social infrastructure into the comprehensive plan land use element update. (2018-17)



## OUR VALUE PROPOSITION

### What You Get as a Taxpayer and a Stakeholder in our Community

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

### IN SUMMARY

# GOALS & TARGETS

PRIORITY AREAS	BOLD GOAL	PROGRESS TO DATE*	5-YEAR TARGETS	PROGRESS TO DATE*
ECONOMY	Grow the five-year tourism economy to \$5 billion	36% (\$1.8 Billion)	» Attract 80 state, regional, or national championships across all sports	38% (30 Championships)
			» Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage job	129 Entrepreneur Ventures (26%), 3,428 New Jobs** (30%), and 123 High-Wage Tech Jobs (31%)
			» Connect 5,000 students and citizens to middle skilled job career opportunities	35% (1,755 Students and Citizens)
			» Host 100,000 residents and visitors as part of the Amphitheater County Concert Series	11% (11,203 Residents and Visitors)
ENVIRONMENT	Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone	659 septic tank replacements are in progress	» Plant 15,000 trees including 1,000 in canopy roads	18% (2,824 Trees)
			» Ensure 100% of new County building construction, renovation and repair utilize sustainable design	On target
			» 75% community recycling rate	66% Recycling Rate
			» Construct 30 miles of sidewalks, greenways and trails	61% (18.42 Miles)
QUALITY OF LIFE	Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans & their families	57% (\$56.8 Million)**	» Double the number of downloadable books at the library	87% (11,771 New Books)
			» Construct 100 fire hydrants	32% (32 Fire Hydrants)
			» Train 8,500 citizens in CPR/AEDs	39% (3,340 Citizens)
			» Open 1,000 new acres of park land to the public	20% (204 new acres)
GOVERNANCE	Implement 500 citizen ideas, improvements, solutions & opportunities for co-creation	41% (207 Citizen Ideas)	» Reduce by at least 30% the average time it takes to approve a single family building permit	20% Reduction (2 days faster)
			» Achieve 90% employee participation in the County's "My Rewards" Well Being Program	90% Participation (502 Employees Participating)
			» Reduce by 60% the outstanding debt of the County	34% Reduction
			» 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace	45% of Employees Trained

\*As of September 2018. \*\*Estimate based upon available data.

Posted October 8, 2019



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## Leon County needs your help shaping the years ahead

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To volunteer at the County or in a local  
nonprofit, call (850) 606-1970 or visit  
**[VolunteerLEON.org](http://VolunteerLEON.org)**

To serve on a Citizen Committee,  
call (850) 606-5300 or visit  
**[LeonCountyFL.gov/Committees](http://LeonCountyFL.gov/Committees)**

To provide feedback or make a service  
request, call (850) 606-5300 or visit  
**[LeonCountyFL.gov/CitizensConnect](http://LeonCountyFL.gov/CitizensConnect)**



Leon County Courthouse, Suite 502  
301 S. Monroe St. | Tallahassee, FL 32301  
**(850) 606-5300 | [CMR@LeonCountyFL.gov](mailto:CMR@LeonCountyFL.gov)**

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #21**

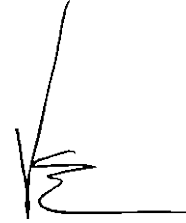
# Leon County Board of County Commissioners

## Agenda Item #21

October 15, 2019

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

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



**Title:** Advancement of Water Quality Strategic Initiatives, Including the Launch of LeonWater.org Website

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E. Director, Public Works David McDevitt, Director, Development Support & Environmental Management Matt Cavell, Assistant to the County Administrator
<b>Lead Staff/ Project Team:</b>	Charles Wu, P.E., Director, Engineering Services Theresa Heiker, P.E., Stormwater Management Coordinator John Kraynak, P.E., Director, Environmental Services Division Johnny Richardson, Water Resource Scientist

### **Statement of Issue:**

This item provides an update on three Strategic Initiatives adopted at the December 2018 Annual Board Retreat related to enhanced communication of the County's programs and policies designed to protect water resources, the sharing of environmental and educational information about local water bodies with the public, and a comprehensive report of the County's holistic approach to protect water resources.

This item presents new and ongoing initiatives designed to continuously engage and inform the public regarding the health of local water bodies including the County's new LeonCountyWater.org website which will go live on October 15<sup>th</sup> following a demonstration at the Commission meeting.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the Presentation of Leon County's New Water Resources Website and Update on Water Quality Initiatives and Stormwater Programs.

## Report and Discussion

### **Background:**

This agenda item on Leon County's Water Quality and Stormwater Programs provides an update on Leon County programs and initiatives which advance the following FY2017-FY2021 Strategic Initiatives:

- *Increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings. (2018-3)*
- *Develop and enhance communications strategies to inform citizens of the County's overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water. (2018-6)*
- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2018-5)*

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.*

On December 10, 2018, the Board adopted three Strategic Initiatives at its Annual Retreat related to the communication of information regarding area water bodies and the implementation of the County's water quality and stormwater initiatives to ensure that they are evaluated and implemented in a holistic manner. This item presents new and ongoing communications efforts to advance the County's Strategic Initiatives and continuously engage the public regarding the health of local water bodies. This includes the launching of a new website (LeonCountyWater.org) which will go live on October 15<sup>th</sup> following a demonstration at the Commission meeting.

For the Strategic Initiative related to the County's evaluation and implementation of water quality and stormwater projects, this item seeks Board consideration of a comprehensive report on the County's holistic approach to protect watersheds through land use planning, regulatory measures, water quality monitoring, and capital improvements for needed infrastructure. The report provides an overview of all the County's programs and initiatives related to water preservation and describes the continuity of the policy-making process to identify environmentally sensitive areas, enforce regulatory requirements, test and measure water quality, and invest in infrastructure for the protection of local water bodies to ensure that these resources can be enjoyed by future generations.

**Analysis:**

The water bodies throughout Leon County are part of the community fabric, history, and commitment to environmental stewardship. Following the adoption of the three Strategic Initiatives from the 2018 Annual Board Retreat, staff began developing communication strategies to better inform citizens of the emergent issues impacting individual water bodies and ground water. The analysis provides information on these communication tools including the County's new LeonCountyWater.org website, the installation of new educational kiosks at County boat landings, and ongoing public engagement events. These are designed to answer the most common and important questions about local water bodies, describe the regulations in place to protect water bodies from harmful development, and educate the public on strategies to reduce personal pollution impacting water bodies.

On October 15, 2019, the LeonCountyWater.org website, "Your Source on Our Most Vital Resource," will launch a new one-stop water resources website with all the environmental, recreational, and instructional information related to water bodies in Leon County. The website identifies the various laws, regulations, and jurisdictions responsible for area water bodies, safe drinking water, stormwater, wastewater, and flood prevention. The "Leon County Water" website is designed with an emphasis on the user experience which encourages the exploration of the County's rivers, lakes and campsites, as well as providing convenient access to water quality reports across multiple agencies and interactive water maps that demonstrate how personal pollution carried by a single drop of water impacts water quality.

Following the launch of the website, Community and Media Relations will initiate an outreach campaign through social media, news outlets, local environmental organizations, and homeowner associations to share this new tool. To further capture the attention of outdoor enthusiasts that frequent area water bodies and adjacent trails, informational kiosks have already been installed at along several County boat ramps and water bodies. These kiosks provide site specific information and content that will be updated and advise users of the new website. Thus far, educational kiosks have been placed at five boat landings throughout the County with additional kiosk installations planned in the coming months.

The County takes great effort to engage and educate the public about these precious resources. This includes On-The-Water Clean Up events such as Lake Jackson in 2018 and the Lake Iamonia scheduled for November 2, 2019 whereby County employees and community volunteers spend the morning in canoes and kayaks removing litter. Another example is Leon County's Clean Water and You School which will be held on October 11, 2019 and provide a variety of educational sessions on the County's water quality monitoring program, information on septic tank maintenance and upgrades, and tips for making personal changes to help protect local lakes, sinks, and streams. Leon County libraries are also instrumental in the County's efforts to engage its patrons and the general public through summer reading programs, Lunch & Learns, and the hosting of science experiments by partner organizations to demonstrate the effects of surface water pollution on our drinking water.

Following the Board Retreat, staff also reviewed the process by which the County implements water quality and stormwater regulations, programs, and projects to ensure the protection of the quality and supply of our water in response to the Strategic Initiative 2018-5 for the Environment. The next section of the analysis provides a comprehensive report on the County's preservation of water resources which describes the holistic approach used to protect watersheds through land use planning, regulatory measures, water quality monitoring, and capital improvements for needed infrastructure. The report describes the relationship between protecting watersheds through land use planning, enforcing regulatory measures for low impact development, measuring and testing water quality, and investing in capital improvement needs for the preservation of local water bodies to ensure that these resources can be enjoyed by future generations.

### **County Preservation of Water Resources**

Leon County is the economic and metropolitan center of the Big Bend located in pristine North Florida and home to freshwater lakes, navigable rivers, small streams, and four Outstanding Florida Waterways (OFWs). Bordering the State of Georgia to the north and Gulf Coast counties to the south, including a first magnitude spring that draws water from the Floridan Aquifer, the County recognizes the importance of water quality in our community. This recognition is evident in the establishment, regulation, and enforcement of public policies based on hydrological and environmental outcomes that go beyond jurisdictional boundaries. The sharp contrast of topography, soils, and other natural features from the clay 'Red Hills' in Bradfordville to the sandy soils near the St. Marks River, necessitate distinct environmental standards for the watersheds throughout the County.

This analysis provides an overview for each of the initiatives and programs utilized by the County to ensure the environmental stewardship of our water resources. Further, the item describes the holistic approach utilized by the County to demonstrate the methodical progression of the public policy making process related to the preservation of water resources from the identification of environmentally sensitive features, to the regulatory implementation of protective measures, the ongoing testing of water quality, and the investment in maintenance, repairs, and capital improvements. The analysis is presented as follows:

- A. Land Use Planning and Land Acquisition
- B. Regulatory Measures
- C. Water Quality Monitoring
- D. Capital Improvement Projects and Funding



#### A. Land Use Planning & Land Acquisition

Local government comprehensive plans provide a vision for how communities will look in the future. Florida Statutes require that local government comprehensive plans “establish meaningful and predictable standards for the use and development of land and provide meaningful guidelines for the content of more detailed land development and use regulations.” The conservation element of the Tallahassee-Leon County Comprehensive Plan identifies and analyzes water resources, including springs, and provides principles, guidelines, and programs designed:

- Protect the quality and quantity of current and projected water sources.
- Protect waters that flow into estuarine waters or oceanic waters.
- Protect waters from activities and land uses known to affect adversely the quality and quantity of identified water sources including natural groundwater recharge areas, wellhead protection areas, and surface waters used as a source of public water supply.

Development, roads, agriculture, and other byproducts of human development in springsheds are negatively impacting the quality of Florida's springs. In addition to the Capital Improvement Element of a comprehensive plan, local governments can use their land use planning authority to minimize adverse effects of development on springs, springsheds, and spring runs, provide for long-term recovery of springs, and enhance the economic value of these resources for their communities. Upon adoption in a local comprehensive plan, these protections are enforced through the regulatory process for growth and development which is addressed in the next section of this analysis. A sample of measures that can be adopted in comprehensive plans to protect water and other natural resources include:

- Limiting/managing high nitrate contributory land uses and facilities in springsheds and near springs and spring runs.
- Limiting the number and density of lots on septic systems.
- Providing for lower densities where septic tanks are allowed (e.g., density 1DU/10 acres or less) or requiring the use of performance-based septic systems with regular system management regimens.
- Regulating the placement of golf courses and their nutrient management plans to limit the application of nitrate fertilizers.

The Tallahassee-Leon County Comprehensive Plan identifies areas of the community that are protected from development as well as areas where development are allowed and even encouraged through a variety of investments and incentives. These areas include special development zones (SDZs) and the Urban Services Area which directs development to those areas which have the land and water resources, fiscal abilities, and the service capacity to accommodate growth in an environmentally acceptable manner. SDZs are established in the Tallahassee-Leon County Comprehensive Plan for the protection of natural features including waterbodies and provide the regulatory framework for the Land Development Code. Examples of SDZs in the Tallahassee-Leon County Comprehensive Plan and how they shape regulatory actions, water quality, and capital improvements are included in this section of the analysis.

### Watersheds

Leon County is home to 25 watersheds (also known as drainage basins) that ultimately lead to large bodies of water including Wakulla Springs and the Ochlockonee and St. Marks Rivers. A watershed, or drainage basin, is the area of land that drains to a waterbody or directly to the Floridan aquifer which is a main source of our drinking water. In Leon County, this waterbody could be a lake, river, creek or sinkhole. Watersheds are formed by the natural ridges and depressions of the Earth's surface and can be very small or very large depending on the area.

The protection of Leon County's watersheds begins with vital land use planning principles including the conservation of natural features and the identification of special development zones in the Tallahassee-Leon County Comprehensive Plan. The Comprehensive Plan provides the framework for the regulatory process of permitting development and stormwater needs with limited impact on the County's natural features. It also indicates where future capital improvements are needed for the long-term recovery of waterbodies.

Since 1995, Leon County has utilized the input of the County's Water Resources Committee to consider the various impacts resulting from accelerated runoff, flooding, and surface and groundwater degradation to formulate recommendations on Board policies, regulations, and long-term funding strategies that protect or enhance water resources. The Water Resources Committee considers the value provided to the public by the various waterbodies, and reviews the environmental conditions related to the impact of development, to provide guidance to strengthen the long-term preservation goals of the Comprehensive Plan.

### Protection of Natural Features

An important aspect of water quality protection includes the protection of the County's natural features. Natural waterbodies, watercourses, cultural resources, wetlands and floodplains as well as other features are protected during the development review process by requiring setback buffers and in some cases conservation easements. Special development zones (SDZs) have been created for major surface waters such as Lake Jackson, Bradford Brook Chain-of-Lakes, Fred George Basin, Lake Iamonia, Lake McBride and Lake Lafayette. The SDZs provide development restrictions that become more restrictive nearer to the edge of the surface water being protected. Severe and significant slopes are also protected by disturbance limitations. The protection of natural features helps to preserve the quality of surface water by allowing mother nature's natural cleansing abilities, such as wetlands naturally acting as the "kidneys" for the surface water system. These protections help preserve the water quality of our surface waters.

### Primary Springs Protection Zone

South of Leon County is Wakulla Springs, the largest and deepest freshwater spring in the world. The springshed providing rainwater to Wakulla Springs through the underground aquifer includes much of Leon County. Springshed boundaries are not static. They can change with season, climate, variations in regional rainfall, and groundwater pumping. However, the primary areas in which protection measures can be effective remain generally constant.

In 2006, Wakulla County expanded its special planning area known as the Wakulla Spring Protection Zone to protect the entire spring basin within its jurisdiction. In support of Wakulla

County's efforts to protect the springs, Leon County adopted a Wakulla Spring Protection Zone in 2009 which includes 153 square miles of the most vulnerable part of the springshed within Leon County. This limited increases in density for areas of the springshed located outside the urban services area. In 2018, the Florida Legislature approved a measure which now requires enhanced nitrogen-reduction (performance-based) septic systems for new homes on lots less than one acres in vulnerable springsheds such as the Wakulla Springs Protection Zone.

To better understand the areas of these counties where the aquifer is most vulnerable to contamination from activities at the land surface, Aquifer Vulnerability Assessments have been completed by Leon and Wakulla Counties to determine aquifer vulnerability models. The results have many uses including:

1. Augmenting development of wastewater and infrastructure management guidelines;
2. Establishing best management practices for land use and other practices;
3. Prioritizing sensitive land acquisition for conservation; and
4. Helping identify potential areas of concern for potable well contamination and directing water quality sampling.

Since the Aquifer Vulnerability Assessments, Leon County has leveraged sales tax funds and aggressively secured state grant funds to reduce groundwater nitrogen levels through wastewater projects in the Primary Springs Protection Zone as further described in the CIP section of this analysis.

Land acquisitions may be part of a local comprehensive plan but, in the case of preserving the entire springshed for Wakulla Springs, this approach is not cost feasible for local governments. The State of Florida, through land acquisitions approved by the Florida Cabinet, has supported efforts over the past 20 years to preserve Wakulla Springs. The current Florida Forever Program has acquired 4,137 acres to date, over half of the 8,045-acre project area, at a cost of \$7.4 million. The most recent addition to the project area is the Upper Lake Lafayette portion adjacent to the Fallschase Greenway, added in 2014. The primary objective of the project is to protect the subterranean headwaters of Wakulla Springs by protecting the land above the underground conduits that supply the springs. Managers of the property include the Division of Recreation and Parks, Florida Department of Environmental Protection; Florida Forest Service, Florida Department of Agriculture and Consumer Services; and the Fish and Wildlife Conservation Commission.

#### Flood Hazard Areas

Flooding causes more property damage each year in the United States than any other type of natural disaster. All areas throughout Leon County have the potential to flood, but some areas have a higher probability of flooding than others. The areas around the waterbodies of Leon County such as streams, rivers, lakes and wetlands are all susceptible to overland flooding. Many of the waterbodies in Leon County have been mapped in a special flood hazard area (SFHA) by the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs).

Floods can be caused by many different conditions including hurricanes or storms, storm surge, heavy rain, prolonged rain, failure of dams, above average rainfall or inadequate drainage. The

impact can be small, only impacting a few properties, or very large, impacting entire communities. Leon County's many departments and divisions work together to protect the health, safety and welfare of citizens through programs that reduce flood risk and protect our environment, while maintaining our community's livability. This includes the Public Works Stormwater Division which works year-round to maintain culverts, conveyances, and stormwater ponds. As the front line maintaining the stormwater infrastructure, Public Works continuously evaluates the need for the maintenance and replacement of infrastructure as well as the need for new stormwater facilities through the capital improvement program.

Whether floods develop slowly over a period of weeks, or quickly, in the case of a flash flood, the County's Emergency Information Portal communicates warnings and information for high-risk and active flood events. Additional information on flood warnings can be heard on local radio and TV stations. The Regulatory section of this item describes the County's flood mitigation efforts.

#### Capital Improvements Element

The Capital Improvements Element of the Tallahassee-Leon County Comprehensive Plan outlines principles for construction, extension, or an increase in the capacity of public facilities (transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational facilities), as well as principles for correcting existing public facility deficiencies. The Capital Improvements Element must cover at least a 5-year period.

The Capital Improvements Element works to prevent urban sprawl; thereby protecting rural lands, environmentally sensitive areas, and forested areas, reducing traffic and vehicle miles traveled, and promoting the redevelopment of previously developed areas versus the development of currently undeveloped areas. For example, by preventing the development of subdivisions in areas without urban infrastructure and services, the Urban Services Area concept prevents the future need and cost for the County or the City to retrofit these subdivisions with sewer lines.

## B. Regulatory Measures

Leon County protects the water quality of its surface waters by enforcing stormwater standards for both water quality and rate control, implementing an operating permit program for permitted stormwater management facilities and delineating and protecting environmentally sensitive features during the development review process. A unique and vital feature of the County's regulatory authority on environmental matters stems from the recommendations initiated by the first Citizen Charter Review Committee, adopted by the Board, and approved by more than 61% of voters in 2010. The Minimum Countywide Environmental Regulations amendment to the County Charter empowered the County to establish minimum environmental standards, procedures, requirements, and regulations for the protection of the environment. The basis for Charter amendment was the recognition that political jurisdictional boundaries were not the best practice to set environmental standards which are necessary for the protection of the public health, safety, and welfare of the citizens throughout Leon County.

Following voter approval of the Minimum Countywide Environmental Regulations amendment to the County Charter in 2010, the Board adopted countywide regulations including tree protection, landscaping, aquifer protection, stormwater, protection of conservation and preservation features, and other environmental standards to place emphasis on supporting healthy, natural systems occurring in the environment.

The environmental regulations adopted by the Board following the 2010 amendment to the County Charter provided, for the first time, uniform stormwater management standards for those basins and/or special study areas that were bisected by jurisdictional lines (Lake Jackson and the Bradfordville Study Area) without regard to the jurisdiction boundaries. This was necessary to prevent the development community from annexing for the purpose of 'shopping' for the lowest environmental standard. Beyond the Bradfordville Study Area and basins of Lake Jackson, a new minimum countywide stormwater standard was also established as part of the Minimum Countywide Environmental Regulations in Section 10-4.301(b) of the Leon County Code. At that time, approximately 23% of the County had the state half-inch standard as the minimum stormwater standard. The four major areas upgraded to the new standard, which is described in the next section of the analysis, were the Lake Talquin, Lake Miccosukee, Lake Munson and St. Marks River drainage basins. Today, the adopted countywide minimum stormwater standard exceeds the state minimum standard in all areas.

The remainder of this section of the analysis describes the County's regulatory role with regard to stormwater, water quantity, the Operating Permit Program, and flood mitigation in greater detail.

### Stormwater Standards

Protection of Leon County's surface waters is of the utmost importance. Development can increase the pollutant loading to these waters if there are no appropriate stormwater controls. The stormwater, water quality and flood control protection requirements are found in both local and state regulations. The State regulations are implemented by the Northwest Florida Water Management District (NFWFMD) under a cooperative agreement with the Florida Department of Environmental Protection (FDEP). The Leon County Minimum Countywide Environmental

Regulations are found in the Environmental Management Act (EMA). All new residential subdivisions and commercial construction must meet these water quality and flood control requirements.

Stormwater design and treatment standards are intended to manage water volumes to minimize flooding and to provide treatment by filtration and/or settling of sediments. Before explaining the different treatment standards, it is very important to understand the difference between “detention” and “retention” standards as follows:

- Detention standards hold the stormwater temporarily in the stormwater treatment facility and the facility recovers its volume by releasing the stormwater by either a control structure or a sand filter thereby allowing a discharge to downstream surface waters. Detention standards allow some of the soluble nitrogen and phosphorous particles to discharge through the sand filter to downstream surface waters.
- Retention standards hold the stormwater in the stormwater facility so that it is not released downstream. This standard recovers its volume by percolation in the facility bottom or sometimes by irrigating the stormwater in natural areas. Retention of stormwater is much more efficient in removing nitrogen and phosphorous because these pollutants do not leave the site.

Water quality treatment standards have developed over the years. The first standard was developed by the State of Florida in 1982. By law, all local government stormwater treatment standards are required at a minimum to meet State standards. Policy 1.5.2: [SM] of the Utilities Element of the Tallahassee – Leon County Comprehensive Plan adopts by reference Florida Administrative Code (F.A.C.) Chapter 62-25 as the level of service for stormwater quality. After adoption of the Comprehensive Plan, Chapter 62-25 was repealed and this minimum level of service is now found in Chapter 62-330 F.A.C. This is the minimum State stormwater facility design and water quality standard for both Leon County and the City of Tallahassee. The State standard allows local governments to set higher minimum levels of treatment such as those standards adopted for the Bradfordville Study Area and the Lake Jackson basin. Chapter 62-330 F.A.C., requires new stormwater treatment facilities to retain or detain with filtration the first one-half inch of runoff. These facilities must recover their treatment volume within 72 hours. Recovery is an important part of the treatment facility and requires that the full treatment volume be available for the next storm event. Detention with filtration has been allowed by the State due to the difficulty of recovering this treatment volume by percolation in clay soils. The State has identified Outstanding Florida Waters (OFWs) that require an additional level of treatment equal to fifty percent above the one-half inch treatment standard resulting in  $\frac{3}{4}$ -inches of treatment. Rule 62-302.700 (9), F.A.C., designates Lake Jackson, the St. Marks River, and the Ochlocknee River as an OFWs, as well as that portion of Lake Hall within the boundary of Maclay Gardens State Park.

Leon County has adopted Minimum Countywide Environmental Regulations for stormwater treatment facility design and construction. There are four options for treatment found in Section 10-4.301(2) of the Leon County Code of Laws, but the preferred standard captures the first 1.125 inches (1 1/8”) of runoff. This standard is more than twice the volume of the State standard; however, the standard allows recovery of the treatment volume by filtration.

The County has two specific standards within selected areas based upon the environmental sensitivity of the receiving waterbody, amount of urbanization, types of soils, community input and public acceptance, and other factors. At least one of these standards has been established as part of several legal settlement agreements resulting from property owners' lawsuits, regarding the Bradfordville Study Area (BSA). The standard within the BSA is the retention of four inches multiplied by the total impervious area on a site. The other specific standard is volume control for the Lake Jackson Basin which requires that the post-development runoff volume in excess of the pre-development runoff volume be retained in a retention pond for all storm events up to a 100-year, 24-hour duration storm. This volume control standard is also implemented for closed basins to ensure the proposed development does not increase the floodplain at the bottom of the closed basin.

Leon County's stormwater treatment standards exceed those of the State, which are referred to as the FDEP standards, and require either the first ½ inch of runoff over the area draining to the facility or the runoff from the first one inch of rainfall. This volume can be retained and percolated onsite or treated through a sand filter and discharged offsite. Recovery of this volume must be within 72 hours. The following summarizes the County stormwater treatment standards:

1. Outstanding Florida Waterways (OFW) - Applies to FDEP designated OFWs. A standard of the first ¾ inch of runoff over the area draining to the facility must be met. This volume can be retained and percolated onsite or treated through a sand filter and discharged offsite. Recovery of this volume must be within 72 hours.
2. Leon County has adopted Minimum Countywide Environmental Regulations for stormwater treatment facility design and construction. There are four options for treatment as follows:
  - (1) Wet detention - 1-1/2 inches over the area draining to the facility must be detained in a wet pool with wetland vegetation for nutrient uptake. The first half of this treatment volume can be discharged in 60 hours and the second half in 60 hours or more.
  - (2) Off-line retention - ¾ inch over the area draining to the facility. This treatment volume is treated separately in one cell (off-line) of a two-cell system. The second cell handles the rate portion of the system. Recovery of the treatment volume must be within 72 hours.
  - (3) Under-drained filtration (filter facility) - 1-1/8 inches over the area draining to the facility. This volume is treated through a sand filter before discharge. Recovery of the treatment volume must be within 36 hours.
  - (4) Swales (typically for roads) - 80% of 2.6 inches over the area draining to the swale. Recovery within 72 hours.
3. Bradfordville Study Area (BSA) - Applies to the area near the intersection of Thomasville and Bradfordville Roads. A volume of runoff calculated as four inches times the total impervious area on a site must be retained in a retention facility. Recovery of this treatment volume must be within 72 hours.



4. Closed Basin (Volume Control) - Applies to the Lake Jackson basin and closed basins. Runoff volumes in excess of the pre-development runoff volume shall be retained in a retention facility for all storm events up to a 100-year, 24-hour duration storm. One-half the required facility volume shall be recovered within seven days, and the full volume shall be recovered within 30 days.
5. Post Development Retention - Applies to all sites discharging directly into a karst feature or for sites with no adequate discharge point, drainage easement or downstream conveyance. The stormwater facility must be designed to retain the total volume resulting from a 100-year, 24-hour duration storm event.

#### Water Quantity (rate control)

The County's minimum stormwater rate control standard requires peak post-development stormwater discharge rates not exceed the pre-development rates through the 25-year storm period. A second requirement is that the stormwater discharge shall not cause flooding or other adverse impacts for the downstream areas. During the environmental permitting process, this is accomplished by performing either a conveyance analysis or by meeting a restricted discharge which reduces the rate further and requires the developer to construct a larger stormwater pond.

#### Operating Permit Program

Public and private subdivisions and all Capital Improvement Projects (CIPs) which require stormwater management facilities go through the environmental permit review process, to ensure compliance with the County's stormwater requirements for both quality and quantity. Every permitted and constructed stormwater facility must have an operating permit. Upon completion of construction, an operating permit is applied for and, once issued, must be renewed every three years with continuing maintenance and operation of the stormwater management facility. During the renewal review process, an inspector will check the facility to ensure that it is operating as originally designed. In some cases, maintenance is required such as removing sediment, re-bedding sand filters, removing vegetation, etc., to ensure the facility is operating as originally permitted.

For subdivisions, DSEM and Public Works review the site plans and final construction plans related to stormwater ponds. During construction, erosion control is constantly monitored by DSEM Construction Inspectors. Once the developer completes the pond in a public subdivision and it has been inspected and accepted as compliant with the County's stormwater management requirements, Public Works is assigned the operating permit for the ongoing maintenance and performance of the pond.

#### Flood Mitigation

The County's Stormwater Maintenance Division responds to all stormwater service requests within unincorporated Leon County, inspects County stormwater systems for maintenance problems and ensure systems are functioning properly, and mows vegetation in stormwater ditches and ponds. These efforts mitigate flooding throughout the County with exception to the high-risk areas near water bodies and the private stormwater conveyance systems which are not maintained by the County and pre-date the County's stormwater permitting requirements.

Leon County requires the issuance of all appropriate building permits prior to any construction in the County. Permits are obtained after building plans are submitted and approved. An important part of the building permit review process is the requirement that structures be built in with an appropriate set-back, elevation, and use of design techniques to protect the structure from flood damage. Just as important as the siting and construction of a building to mitigate future upstream flooding is to take into consideration the how the structure will impact properties downstream once it is constructed.

Another element of the County's efforts to mitigate flooding is the Capital Improvement Plan (CIP) which provides funding for infrastructure projects including stormwater projects and transportation improvements which require accommodations for stormwater impacts. Since the initiation of a capital improvement plan in 2010 after Tropical Storm Faye, Leon County has spent nearly \$10 million on flooding alleviation and road projects. Additional information on the County's infrastructure improvements is provided in the Capital Improvement Projects & Funding section of this analysis.

### C. Water Quality Monitoring

The Leon County region has many streams, lakes and rivers that make Leon County a beautiful place. These waterbodies are an integral part of the County as well as our world's ecosystem and provides various recreational and esthetic opportunities. Maintaining and improving the healthy water quality for these systems is essential to the quality of life for residents and the area wildlife. Leon County's Water Resource Monitoring Program is responsible for the monitoring and the evaluation of the surface water quality and ecosystem health in the County's waterbodies.

Development or increasing density of existing development can have impacts on nutrients and sediment loads in the streams and lakes. As such, retrofit of the existing development and drainage network may be needed to aid in the recovery of the impacted streams, lakes, and wetlands.

In 1988, the FSU Center for Aquatic Research and Resource Management undertook sampling of various Leon County lakes and stormwater ponds to document the response of natural lakes to stormwater runoff. Beginning in 1991, Leon County provided grant funding when the research focused on Lakes Jackson, Hall, Ella, Lafayette, McBride/No-Name Pond, Munson, and Talquin. In 1996, the County standardized the sampling program and solicited bids for the work. The first Leon County contract for ambient water quality monitoring was awarded in April 1998 and required monthly sampling of 13 lakes.

Since 1996, the Public Works Department sampled stormwater runoff as required by the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The permit requires sampling of streams, stormwater facilities, and sediment to document the impacts of stormwater runoff on the natural waterbodies.

The ambient and stormwater sampling programs were consolidated in 2005. The program includes quarterly water quality sampling along with annual sediment and biological assessments of 13 lakes, 27 streams, and two rivers, for a total of 73 stations. Field sampling efforts were moved in-house in FY 2010 to reduce program expense; however, laboratory analysis continues to be performed by an outside provider.

#### Water Quality Monitoring Annual Report

The status report on the Leon County Water Quality Monitoring Program is presented to the Board each year and published online to monitor the ecosystem health of the lakes, streams, and rivers of Leon County, advise the public of the conditions, and to assist the County in the formulation of policy initiatives and capital improvement needs to protect these natural resources. The 2019 Water Quality Monitoring Program status report will be provided at the next Board meeting.

The program collects quarterly data on approximately 39 water quality parameters at each of the stations. The annual lake sediment analysis involves six laboratory parameters. County staff is certified to perform the field work for the biological assessments (Stream Condition Indices and Lake Vegetation Indices). Stream Condition Indices require laboratory verification of the biological samples. This is necessary to document waterbody conditions for potential Total Maximum Daily Load (TMDL) consideration, identify the most effective means of stormwater

management, and guide appropriate land use decisions. The data is entered into the Florida Watershed Information Network (WIN) database for use by local, state, and federal agencies.

Leon County's Water Quality Monitoring Program is the primary source of data for FDEP and the U.S. Environmental Protection Agency (USEPA) TMDL programs regarding waterbodies in the unincorporated areas of the County. This is based on the volume of data collected historically, as well as the number of lakes and streams sampled. Long-term data is critical to identify trends in waterbody health and Leon County's program is one of the very few comprehensive County programs in Florida. Further, the County's program is the only systematic effort to monitor the health of waterbodies in the unincorporated areas of the County. For example, the TMDLs that were proposed by FDEP to address the nutrient enrichment of Lake Talquin utilized Leon County generated long-term data to establish the allowable loadings to Lake Talquin that would restore the waterbody so that it meets its applicable water quality criteria for nutrients.

The extensive monitoring network also measures the impact of development in the unincorporated area. Local corrective action could be taken, if needed, to address water quality or habitat impacts before the waterbody is identified for state or federal action. Corrective action could range from modifying future land use designations to developing a capital project to reduce pollutant loads in sensitive areas. A comprehensive land use analysis in the contributing area of a waterbody is one of the tools used to plan corrective actions. The upgraded GIS land use analysis of contributing areas in Leon and adjacent counties, as well as Georgia, provides information on the extent and location of development affecting our surface waters. This information is used to select either retrofit activities to address historic development or development restrictions to address water quality concerns.

#### Threats to Water Quality

Threats to surface water health have been noted throughout the state, ranging from toxic blue-green algal blooms and excessive aquatic vegetation preventing access to boaters due to nutrient pollution to beach closures resulting from red tide. The nutrient pollution has been tied to agriculture runoff, Onsite Sewage Treatment and Disposal Systems (OSTDS) runoff, and sanitary sewer system discharges. Pipeline failures during tropical storms and hurricanes led the State to require improved public notice of discharges to protect human health.

Intermittent algal blooms remain a problem for local lakes in Leon County. Algal blooms in Lakes Jackson, Munson, Piney Z, Talquin and Upper Lake Lafayette were observed in 2018. The blooms appear to be weather-related, occurring more frequently when the rainfall amounts are low and the temperature is above normal for extended periods. The blooms can also occur without toxins. Blooms have been reported to FDEP for further investigation for the presence of toxins, which were not identified in 2018 blooms.

While some harmful algal blooms occur naturally, more recently algal blooms have occurred through negative environmental impacts associated with urban development and personal pollution. However, there are important steps that residents can take to help prevent algal growths in Leon County and the greater Big Bend Region. Leon County's efforts to combat algal growth

include a public information campaign on how to reduce personal pollution, the ongoing maintenance of stormwater facilities, and continuous monitoring of water quality. Steps to reduce personal pollution and protect area water resources include the maintenance of septic tanks to prevent wastewater from leaking into nearby waterbodies, limiting the use of fertilizer to reduce risk of runoff pollution, and keeping leaves and grass clippings on the lawn or properly bagging the clippings rather than blowing them into the street and down the drain.

A continuing issue of concern relates to potential bacterial contamination from human waste, either from OSTDS or sanitary sewer system discharges. Several creeks in Leon County have a history of fecal coliform levels exceeding state standards. *Escherichia coli* (*E. coli*), a subset of the fecal coliform group, is used to determine if a waterbody has been contaminated. Sources of *E. coli* contamination can include: direct deposition by wildlife or pets; wastewater treatment outfalls; septic tank runoff; or diffuse sources such as runoff from fields where livestock waste has been applied.

Leon County staff has noted that high *E. coli* levels have been recorded in several creeks throughout the County. Creeks in less developed areas, such as Polk Creek had *E. coli* exceedances that could be attributed to wildlife, while urbanized areas such as Lexington Creek *E. coli* exceedances may have been due to faulty OSTDS or sewer system problems. The elevated bacteria levels have been discussed with the appropriate utilities and FDEP. FDEP and Leon County have begun additional water quality analyses regarding these problem waterbodies which will be covered in the 2019 Water Quality Monitoring Program status report.

As the data collection program continues to mature, it will serve as a key component of our environmental stewardship efforts and guide the County's focus on problem areas to formulate policy recommendations to the Board, develop capital improvements to enhance water quality, and demonstrate quantifiable improvements resulting from our efforts. The additional analysis needed to pursue the Lake Munson TMDL compliance is the current focus for the Water Quality Monitoring Program.

#### Statewide Initiatives to Protect Water Resources

In January 2019, Governor DeSantis established the Blue-Green Algae Task Force by Executive Order to develop recommendations that would expedite progress toward reducing the impacts of blue-green algae blooms. Mostly focused on reducing nutrients in Lake Okeechobee and downstream estuaries, the Task Force will review and prioritize projects that will provide the largest and most meaningful nutrient reductions in key waterbodies. A draft recommendation of the Task Force includes expanded State oversight of septic tanks, to include both the Florida Department of Health and FDEP, to ensure cleaner waterways throughout the State.

In February 2019, the Florida Association of Counties (FAC) created a Water Policy Committee in response to the widespread water crises affecting Florida's coastlines, lakes, springs, estuaries, and rivers. The Committee is comprised of 38 County Commissioners from across the state to provide a structure for FAC to convey water related policy concerns to the Governor's Office and the Blue-Green Algae Task Force. FAC has a dedicated web page to familiarize users with the

multifaceted issues harming the state's waterbodies. The FAC Water Policy Committee recently published its 2019 guiding principles and proposed policies encouraging county governments to expand its partnerships with the agricultural community, regional government agencies, and environmental organizations to encourage the conservation of water and related natural resources (Attachment #1).

#### D. Capital Improvement Projects & Funding

In addition to land use planning, regulatory measures, and monitoring water quality, the County also makes significant investments in public infrastructure designed to improve stormwater conditions throughout the community as well as to preserve, protect, and restore water bodies to their natural ecological setting. The County utilizes several revenue sources to support its CIPs including gas taxes for transportation improvements, a stormwater assessment fee for the maintenance, operation, and construction of stormwater treatment and flood prevention projects, and sales taxes from the voter-approved penny sales tax for water quality improvement projects. Since the initiation of a capital improvement plan in 2010 after Tropical Storm Fay, Leon County has spent nearly \$10 million on road and flooding alleviation projects.

##### Transportation Projects

All intersection improvements are required to meet the current stormwater treatment and volume control requirements in the County codes as well as State and Federal permitting requirements for stormwater and wetland impacts. The requirements for stormwater treatment, retention, and level of services are incorporated into design and construction of all road improvement projects. Dependent upon the project site location (stormwater drainage basin), the stormwater treatment may be required for new impervious areas. Transportation improvements are generally funded with gas tax revenues for smaller projects while larger projects often leverage a combination of state and/or federal funding.

##### Stormwater Improvements

Based on the historical record, actual storm impacts, citizen input, and observation during stormwater system maintenance, the capital improvement projects for Flood Mitigation and Relief, and Drainage Improvements are approved by the Board through the annual budget process. The flood mitigation and flood relief projects create retention or detention volumes or improve efficiency of the conveyance systems to prevent or mitigate infrastructure, dwelling, and sometimes yard flooding. By increasing stormwater retention or detention capacities, the water quality can be improved through particle settlement. While the drainage systems are improved, the enhanced conveyance capacities can minimize flooding. The improved conveyance systems also stop or reduce erosion resulting in less sediment in the stormwater management facilities. Example projects are the construction of Lake Henrietta and the stabilization of Munson Slough between Lake Henrietta and Lake Munson; the Timber Lake stormwater facility expansion; and the Harbinwood Estates stormwater facilities construction and conveyance improvements.

Two recent projects approved by the Board are the Longview Sinkhole and the Maylor/Taylor Road projects. In December 2018 a sink hole opened in a County stormwater facility on Longview Drive. Since that time, the County took immediate steps to ensure the safety of the road by engaging a consulting firm to perform a geotechnical analysis. The consulting firm concluded that there is no threat to the integrity of the road. However, the sinkhole must be isolated to prevent stormwater, meant to be contained in the pond, from discharging directly to the aquifer. In FY 2019, a preliminary engineering analysis estimated a cost of \$500,000 to cap the sinkhole. The Maylor and Taylor Road project is a CIP, dating back to Tropical Storm Fay, to address flooding on Maylor Road which is in a closed basin that affects a local resident and impedes the roadway.



The Stormwater Utility was established by the Board in 1991 to provide dedicated funding for implementation of the stormwater management system of the County. The stormwater management system addresses the conveyance and storage of stormwater runoff to prevent flooding, over-drainage, environmental degradation and water pollution. The costs for the stormwater management system are allocated in relationship to the amount of impervious area on developed property in the unincorporated area, meaning that a large commercial property pays a proportionally higher annual assessment than a single-family residential property.

In addition to providing direct funding for the system, the assessment program provides an incentive to properties with private stormwater management facilities (SWMF) to maintain their facilities in proper order. A reduction to the annual assessment is granted to properties which maintain their SWMF and keep their operating permit in good standing. The reduction is proportional to the level of treatment provided by the SWMF and varies from 25% to 75% of the annual fee, recognizing the reduced impact to the County stormwater management system when private SWMFs are operated and maintained in proper condition.

The stormwater fee is estimated to generate approximately \$3.6 million in FY 2020 and was last adjusted in FY 2013. To provide additional funds for needed CIPs, some projects are supplemented with funding from the transportation and general revenue funds.

#### Water Quality Improvement Projects

At the June 13, 2017 Blueprint Intergovernmental Agency (IA) meeting, the IA approved the allocation of \$500,000 to immediately proceed with the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) and recommended that the County implement the study due to the focus on the unincorporated area. The CWTFP is intended to address the first portion of the Alternative Sewer Solutions Study scope, which is the evaluation of management alternatives to traditional OSTDS in the unincorporated areas of Leon County.

After receiving and compiling comments from the focus group meetings and public meeting, the Board approved the scope of the CWTFP to initiate the Request for Proposal (RFP) process and approved the top ranked consulting firm on December 11, 2018. The management alternatives discussed most frequently by the members of the Water Resources Committee who developed the initial project are advanced treatment OSTDS, cluster systems providing advanced treatment levels, or connection to central sewer to be considered under limited circumstances. The product is to provide direction on which wastewater technology will be recommended for future development and to retrofit areas to improve water quality throughout the unincorporated area. The Plan will be based on compliance with the Wakulla Springs Basin Management Action Plan (BMAP) and is anticipated to be completed March 2021.

In addition to the CWTFP, the County has taken additional measures in recent years to reduce groundwater nitrogen levels through wastewater projects. Through the implementation of the County's FY 2017-FY 2021 Strategic Initiatives and Bold Goal as listed below, Leon County has aggressively and successfully pursued state grant funds to remove septic tanks in the Primary Springs Protection Zone.

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

Leon County received \$25 million from the Blueprint 2000 Penny Sales Tax for Water Quality Improvements. Example projects using these funds are the Fords Arm South Drainage and Water Quality Project, the Harbinwood Stormwater Management Facilities, and the restoration of the Lake Munson dam. The Blueprint 2020 Penny Sales Tax Extension designated \$85 million to be shared between the City and Leon County for additional Water Quality and Stormwater Projects over the next 20 years. The County is advance funding its share of water quality funding to leverage state grant funds for wastewater projects.

By leveraging Blueprint water quality funds approved as part of the early passage of the penny sales tax extension and projected construction schedules, over the next three years, approximately 517 septic tanks can be eliminated in the Woodside Heights, Northeast Lake Munson and Belair/Annawood neighborhoods. Construction of the Woodside Height Sewer project was completed in September 2019 and eliminated 176 septic tanks. The Sewer System design for Annawood Subdivision and Belair Subdivision is in the design phase with anticipated construction completion in 2020. There are potentially 50 septic tanks in Annawood Subdivision and 71 septic tanks in Belair Subdivision to be eliminated. The Northeast Lake Munson project, also in design, will potentially address up to 220 septic tanks.

Leon County is also implementing the Woodville Septic to Sewer project through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. The County anticipates future grant funding from FDEP to support construction phases of the Woodville project. The Woodville Septic to Sewer project can eliminate approximately 1,000 additional septic tanks.

Leon County was awarded a Springs Restoration grant from FDEP to implement a Passive Onsite Sewage Nitrogen Reduction Pilot Project. The first \$750,000 received was targeted for the Wilkinson Woods Subdivision to upgrade 35 septic tanks. An additional \$750,000 was received and will be spent in the BMAP Priority Focus Area to assist property owners to upgrade conventional septic systems to nitrogen-reducing systems.

### Summary

The public demands greater accessibility of information related to the health and condition of local water bodies, efforts to protect water resources from harmful development, and ongoing engagement which emphasizes the importance these water bodies as well as the efforts to preserve them for the next generation. Following the adoption of the three Strategic Initiatives from the 2018 Annual Board Retreat related to water resources, staff began developing communication strategies to better inform citizens of the emergent issues impacting individual water bodies and ground water. Staff also reviewed the process by which the County implements water quality and stormwater regulations, programs, and projects to ensure the protection of the quality and supply of our water.

The County utilizes several communication tools to provide site specific information and content for local water bodies including the new website (LeonCountyWater.org), the installation of new educational kiosks at County boat landings, and ongoing public engagement events. These tools are designed to answer the most common and important questions about local water bodies, describe the regulations in place to protect water bodies from harmful development, and educate the public on strategies to reduce personal pollution impacting water bodies. The website is designed with an emphasis on the user experience which encourages the exploration of the County's rivers, lakes and campsites, as well as providing convenient access to water quality reports across multiple agencies and identifying the various laws, regulations, and jurisdictions responsible for area water bodies.

For the Strategic Initiative related to the County's evaluation and implementation of water quality and stormwater projects, this item provides an overview of all the County's programs and initiatives related to water preservation and describes the continuity of the policy-making process to identify environmentally sensitive areas, enforce regulatory requirements, test and measure water quality, and invest in infrastructure for the protection of local water bodies to ensure that these resources can be enjoyed by future generations. The comprehensive report also includes an overview of the Leon County Water Quality Monitoring Program which provides quarterly water quality sampling along with annual sediment and biological assessments of 13 lakes, 27 streams, and two rivers, for a total of 73 stations. The 2019 status report on the Leon County Water Quality Monitoring Program will be provided at the next Board meeting.

Leon County will continue to engage the public through the new website, informational kiosks, and public events to reinforce the importance of our community's natural resources. The policy-making process will continue to reflect public input and careful deliberation in the development of regulatory measures and capital improvements to ensure the County's environmental stewardship for maintaining healthy water bodies and stormwater facilities.

**Options:**

1. Accept the Presentation of Leon County's New Water Resources Website and Update on Water Quality Initiatives and Stormwater Programs.
2. Do not accept the Presentation of Leon County's New Water Resources Website and Update on Water Quality Initiatives and Stormwater Programs.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. The Florida Association of Counties 2019 Water Policy Committee Guiding Principles and Proposed Policies



FLORIDA ASSOCIATION OF COUNTIES

## 2019 INNOVATION & POLICY CONFERENCE

# LOCALS *first*

## Water Policy

## **2019 INNOVATION & POLICY CONFERENCE**



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**Chair**

Doug Smith  
Martin

**Policy Leaders**

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Keith Baker, Bay  
Beam Furr, Broward  
Bill Truex, Charlotte  
Ken Doherty, Charlotte  
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## **2019 INNOVATION & POLICY CONFERENCE**

## Water Policy Committee Policy Book

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## **2019 INNOVATION & POLICY CONFERENCE**

## **WATER POLICY COMMITTEE**

### **PROPOSED GUIDING PRINCIPLES**

*Increased demands on Florida's water supply are forcing many diverse interests to work with county government to plan the future of water policy in Florida. In an effort to achieve the best possible result, county government should continue to expand partnerships with the agricultural community, urban water users, regional government agencies, and environmental organizations to encourage water conservation, water resource, and water supply development projects. The primary goal of such water resource planning efforts should be ensuring resource availability for all reasonable beneficial uses, consistent with the protection of water and related natural resources.*

1. The Florida Association of Counties supports the allocation of matching funds to county governments to restore impaired springs, estuaries, lagoons and other waterbodies in accordance with state policy and local needs.
2. The Florida Association of Counties supports state funding for water quality improvement projects designed to reduce nutrient pollution in Florida's impaired waterbodies, recognizing that multiple sources contribute to nutrient loading, including, but not limited to, wastewater and septic systems, industrial, agricultural, and residential water use.
3. The Florida Association of Counties supports efforts of the Water Management Districts to facilitate regional partnerships and prescribe regional resolutions to address the need of finding alternative water sources to accommodate the state's growing population; additionally, support state policies allowing for local governments to establish local Water Planning Organizations.
4. The Florida Association of Counties supports policies that enhance regional and local financial capacity to address water supply development with allocation flexibility in all available funding sources.
5. The Florida Association of Counties supports the funding of the Water Protection and Sustainability Program within the Department of Environmental Protection for the development of alternative water supplies, water quality improvement projects, and comprehensive water infrastructure needs.
6. The Florida Association of Counties supports the "Florida Green Industries Best Management Practices" as a basic level of water quality protection, with more stringent protections authorized to address water bodies in need.

7. The Florida Association of Counties supports the establishment of legislative and budget policies that better recognize the return on investment in Green Infrastructure funding projects in response to nuisance flooding, water quality degradation, extreme weather, sea level rise, and climate change.
8. The Florida Association of Counties supports the economically, technically and environmentally feasible use of reclaimed water and support state legislation authorizing local utilities to develop reclaimed water sources.
9. The Florida Association of Counties supports state legislation to prohibit new well stimulation activities, including hydraulic fracturing (fracking).
10. The Florida Association of Counties opposes efforts to increase offshore drilling activities.
11. The Florida Association of Counties supports state funding to end the ocean outfalls in south Florida by the legislature's deadline of 2025.
12. The Florida Association of Counties supports prioritizing the reduction of the land application of human wastewater biosolids; and supports establishing a pilot project program for funding new state of the art wastewater technologies to improve recovery and afford more efficient use of human wastewater biosolids.
13. The Florida Association of Counties supports continued funding for research and mitigation for harmful algal blooms (HABs), including blue green algae, and red tide.

**WATER POLICY COMMITTEE**  
**2019-20 PROPOSED POLICIES**

## **2019 INNOVATION & POLICY CONFERENCE**



## **WPC-PP-1: Water Infrastructure Assessment and Long-Term Funding**

**FAC Staff Recommendation:** Adopt

**Proposed Policy:** SUPPORT legislation intended to assess and regularly report the financial need to address Florida's water infrastructure relating to water supply including conservation, the protection of water quality, stormwater, flood control and environmental resource protection and restoration. SUPPORT legislation that promotes the identification of potential sources of funding sufficient to address the documented need and establishes a predictable and consistent funding program. SUPPORT the development of priority and science-based grant programs for the implementation of projects identified by local governments, the water management districts and state agencies.

**Background:** The Florida Section of the American Society of Civil Engineers' 2016 Report Card for Florida's Infrastructure gave Florida low marks for water infrastructure. The assessment pointed to a U.S. Environmental Protection Agency report that estimated that Florida will need to spend about \$16.5 billion in drinking water infrastructure improvements over the next 20 years to ensure that drinking water systems in Florida continue to provide safe and reliable drinking water to the public. Concerns related to both drinking water and wastewater infrastructure focused on the significant needs posed by high population growth, aging infrastructure, and sensitive ecological environments. For wastewater, the report highlighted the number of impaired waterbodies and emphasized the importance of improving wastewater standards in addressing those impairments. The report did not directly address flood control, but for stormwater, the report stated the following: Florida's capital improvement needs for stormwater management are estimated to be \$1.1 billion through 2019, yet utility fees to upkeep the systems have declined since 2011 while needs will double over the decade. More than half of Florida's stormwater entities revealed an inability to address all capital improvement needs, and only in stormwater utilities stated that today's operation and maintenance capabilities were adequate only to meet the most urgent needs.

In 2019, Senator Albritton introduced SB 628 and Representative Jacobs introduced HB 1199 which recognized the necessity of a long-term approach to our state's needs for ample supply and quality to meet our growing population. The bills would have required FDEP to conduct a comprehensive study on statewide needs and quantify appropriate funding amounts and sources. Both bills died in committee.

**Analysis:** Florida has a water infrastructure funding need for a myriad of issues from blue-green algae to red tide mitigation, septic-to-sewer conversions and stormwater management. The state requires a dedicated funding source and a plan for implementing water projects in order to benefit our fragile ecosystem and meet the needs of our waterways. County staffs need a consistent and predictable program as they prepare one-year and five-year forecasts for capital projects which may qualify for funding through the FDEP.

**Fiscal Impact:** Indeterminate.

**Submitting County and Contact:** Broward; Collier; Volusia; Polk; St. Lucie

## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-2: Water Infrastructure Funding**

**FAC Staff Recommendation:** Incorporate into Guiding Principles (see Water GP 13); remaining issues covered in Water Infrastructure proposal

**Proposed Policy:** Support continued funding for research and mitigation for harmful algal blooms (HABs), including blue green algae, and red tide.

**Issue Summary:** Support legislation intended to assess and regularly report the financial need to address Florida's water infrastructure relating to water supply including conservation, the protection of water quality, stormwater, wastewater, water reuse, flood control and environmental resource protection and restoration. Support legislation that promotes the identification of potential sources of sufficient funding to address the documented need, as well as, the development of priority and science-based grant programs for the implementation of projects, programs, and studies identified by local governments, the water management districts and state agencies. Support legislation requiring the assessment and evaluation of state agency efforts to address sea level rise and other weather impacts on the County. Support continued funding for research and mitigation for harmful algal blooms (HABs), including blue green algae, and red tide

**Background:** Historically, Florida has failed to address water issues effectively thus creating the current need for comprehensive water reform.

**Analysis:** Water quality issues directly impact public health, the environment, and local economies.

**Fiscal Impact:** Indeterminate

**Submitting County and Contact:** St. Lucie

## **2019 INNOVATION & POLICY CONFERENCE**

### **WPC-PP-3: Local Water Planning Organizations**

**FAC Staff Recommendation:** Incorporate into Guiding Principles (see Water GP 3)

**Issue Summary:**

SUPPORT state policies allowing for local governments to establish local Water Planning Organizations (WPOs).

**Background:**

Local governments need a framework for improving coordination and prioritization of funding for local and regional water projects similar to the Metropolitan Planning Organization (MPO) coordinating framework that has proven successful for transportation planning. A more effective comprehensive framework for coordinating and prioritizing funding for local water projects to address challenges such as algal blooms, water conservation, minimum flows and levels, stormwater management, and climate change adaptation and resiliency.

The Metropolitan Planning Organization (MPO) transportation framework, successfully used for decades to coordinate local government efforts regarding transportation planning and funding, has been identified as a model that could be readily adopted for better coordinating similar inter-local government planning and funding for water issues (e.g. Water Planning Organization (WPO)). Because the MPO framework is federally established, the implementation of a similar “WPO” framework would be better suited to be established by state legislation.

**Analysis:**

Improve coordination of local water projects planning and funding. Proposed framework would supplement regional water management district and state water planning efforts

**Fiscal Impact:**

Staffing and facilities for meetings would be provided by host local governments.

**Submitting County:** Alachua

## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-4: Upper Kissimmee Basin Water Storage Projects**

**FAC Staff Recommendation:** Adopt

**Proposed Policy:** SUPPORT funding for studies and implementation of water storage projects within the Upper Kissimmee Basin to reduce harmful discharges, enhance central Florida water supply, and to mitigate negative economic impacts on communities surrounding Lake Okeechobee.

### **Background:**

The Comprehensive Everglades Restoration Act that adopted measures recommended under the Comprehensive Everglades Restoration Plan (Plan) was authorized by Congress in Title VI as a part of the Water Resources Development Act of 2000. This approval included a clause which prohibited the plan from reducing current flood protection goals and projected a net load increase of pollutants but did not consider future flood protection from ever increasing storm intensities and rapid urbanization. Additionally, the plan did not contemplate the water supply need for the Upper Kissimmee Basin since a water supply plan hadn't been formalized for the Upper Kissimmee Basin at the time of the Plan's adoption. No projects were submitted as a part of the Plan which addressed storage and supply in the Upper Kissimmee Basin. This has proven to be a major flaw within the Plan as water supply needs for the Upper Kissimmee Basin are targeted to outstrip supply within the next 20 years (Central Florida Water Initiative Regional Water Supply Plan 2015) and flood intensity and occurrence has increased in the past 10 years resulting in increased harmful flows to the coastal estuaries.

The Lake Okeechobee Basin Management Action Plan (BMAP) (2014), the document designed to guide reduction of pollutant loadings to meet allowable loading established in a Total Maximum Daily Load for Lake Okeechobee as required by the USEPA Clean Water Act (1972), characterized the Upper Kissimmee Basin as contributing 35% of all water and 17% of all Total Phosphorus entering Lake Okeechobee for water years 2001-2012. While Total Phosphorus as measured as milligrams per liter to Lake Okeechobee has decreased through the efforts outlined in the BMAP, total input of water has not and the total phosphorus load based on metric tonnes per year has not been reduced, resulting in ongoing harmful discharges to coastal estuaries to reduce flooding around Lake Okeechobee and/or potential overtopping or failure of the Herbert Hoover Dike around Lake Okeechobee.

Additionally, in comparison to developing solutions south of Lake Okeechobee, very little attention has been given to slowing the flow of water from the Orlando area to Lake Okeechobee over the past years. Cleaning the water prior to entering the Lake should be paramount on any agenda associated with reducing discharges to both coasts. By artificially lowering of the lake levels does not fix the overall problem. Water storage north of Okeechobee County will play a significant in resolving slowing the flow from the Kissimmee River and Shingle Creek basins. Establishing funding to develop solutions for storing water flowing from the Shingle Creek and Kissimmee River basins would assist in the revitalization of Lake Okeechobee and begin to assist in reducing discharges to both coasts.

### **Analysis:**

Osceola County is facing acute water supply shortfalls within 20 years while excess water is flushed to tide via the Central and South Florida Flood Project due to a lack of regional water storage ability. This



lack of storage affects the entire Lake Okeechobee Basin as flood water is the largest phosphorus load contributor based on metric tonnes per year. The Lake Okeechobee Water Restoration Project will reduce these flows and levels but will not address all of the flows and will not assist in addressing Central Florida's near future water supply needs.

Additionally, the negative press coverage about Lake Okeechobee has significantly impacted the tourist trade in Okeechobee County as it relates to our out of state visitors. This issue not only affects Okeechobee County, but any County bordering Lake Okeechobee. Counties and cities (Okeechobee, Glades, Hendry, Belle Glade, Pahokee and South Bay) are designated as fiscally constrained by the State of Florida because of the small tax base. The communities rely on tourist trade for businesses to survive during the summer months.

**Fiscal Impact:**

The fiscal impact of additional storage projects is unknown as no scoping studies or projects have been considered.

Regarding the direct economic impact, when the Lake level was at the 11 foot level in 2008, the fishing and tourist industries estimated the loss of business was between 20% to 50%. By allocating a funding source to assist with the creation of water storage north of Okeechobee County, the lake level could be effectively managed and businesses would not susceptible to unusual swings in revenues.

**Submitting County and Contact:** Okeechobee; Osceola

## **WPC-PP-5: Green Infrastructure Investment Policies for Climate Change**

### **Resiliency**

**FAC Staff Recommendation:** Incorporate into Guiding Principles (see Water GP 7)

**Proposed Policy:** Establish legislative and budget policies that better recognize the return on investment in Green Infrastructure funding projects in response to nuisance flooding, water quality degradation, extreme weather, sea level rise, and climate change.

**Background:**

Public and private investments in green infrastructure are cost effective strategies for improving water quality and increasing resiliency to nuisance flooding, extreme weather, and climate change. Compared to conventional gray infrastructure projects (e.g. pipes, pumps, and containment walls), green infrastructure projects tend to be more durable often having a useful life of more than 50 years. Because green infrastructure incorporates or mimics natural systems, over time these projects are more resilient to changes in hydrologic or climatic conditions.

At the local government and regional scale, green infrastructure is protecting or restoring patchworks of natural areas, such as wetlands, floodplains, and coastal mangroves to increase capacity to withstand the impacts of extreme weather, population growth, and climate change. At the land development site and neighborhood scale, green infrastructure is stormwater management systems that mimic nature by soaking up, storing, and treating polluted stormwater. Local governments need to establish a better comprehensive framework for coordinating on increasing local capacities to address local water challenges such as algal blooms, water conservation, minimum flows and levels, stormwater management, and climate resiliency and green infrastructure.

The Florida Legislature and Governor DeSantis have recently recognized the need to invest more in resilient water projects. Through the water management districts and Florida Department of Environmental Protection, the state is providing cost share opportunities for local governments.

**Analysis:**

Cost analysis indicates that Green infrastructure water projects are more cost effective, durable, lower maintenance compared to gray infrastructure alternatives. Green infrastructure projects typically have additional quality of life, fish and wildlife, and recreational benefits compare to gray infrastructure projects.

**Fiscal Impact:**

Because of their durability over a longer time period (50-100 years for green infrastructure compared to 20 years for gray infrastructure), a full cost accounting indicates that green infrastructure projects have a lower annual costs for initial capital and recurring operation and maintenance.

**Submitting County:** Alachua

## **2019 INNOVATION & POLICY CONFERENCE**

### **WPC-PP-6: Reclaimed Water Sources**

**FAC Staff Recommendation:** Incorporate into Guiding Principles (see Water GP 8)

**Policy Statement:** SUPPORT state legislation authorizing local utilities to develop reclaimed water sources.

**Background:** Tampa Bay Water, the regional utility for three counties, has been studying this issue for two years. FAC should support establishing a state policy that gives authority to local utilities to develop reclaimed water sources.

**Analysis:** Growth has been substantial in the Tampa Bay area and the area will not be able to continue to supply water in the future unless reclaimed sources are developed.

**Fiscal Impact:** Unknown

**Submitting County:** Hillsborough

## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-7: Septic-to-Sewer: Areas Vulnerable to Flooding**

**FAC Staff Recommendation:** Adopt; combine into comprehensive septic-to-sewer proposal

**Issue Summary:** SUPPORT state funding for septic-to-sewer conversions in areas vulnerable to flooding.

### **Background:**

As a low-elevation state, Florida has many cities and counties vulnerable to flooding. One of the more latent but nevertheless significant risks posed by flooding is the risk that septic tanks in flooded areas pose to public health and the environment.

As a wastewater system, septic tanks are less preferred than centralized systems for a number of reasons, but septic tanks are certainly present throughout Florida, including in areas vulnerable to flooding. Septic tanks function properly only if the septic tank drain field is located in unsaturated soil that is adequately above the groundwater table. In areas prone to flooding, however, groundwater levels are more likely to rise. In some areas, groundwater levels can rise so much during times of flooding that the groundwater gets too close to septic tank drain field or even saturates the drain field. Once the groundwater table gets too close to a septic tank drain field, the soil and associated bacteria needed to break down sewage no longer function properly leading to sewage pollution of the groundwater and soil. Failing septic systems pose a serious public health and environmental risk to both groundwater and surface waters.

### **Analysis:**

To protect public health and the environment, it is critical to extend centralized sewer services to areas in Florida that are vulnerable to flooding so that septic system usage can be discontinued. While a number of financial tools can be utilized to work toward this goal, the costs of doing so will be significant for both public entities and the private parties who would undertake septic-to-sewer conversions.

One potentially helpful financial tool would be a State of Florida grant program available to counties and cities vulnerable to flooding. Indeed, a number of federal agencies have grant programs designed to mitigate septic-system risks, including the U.S. Environmental Protection Agency, the U.S. Department of Agriculture, and the U.S. Department of Housing and Urban Development.

### **Fiscal Impact:**

\$10 million recommended for a statewide small grants program to help residents and water utilities in the transition from septic tanks to central sewer.

**Submitting County:** Miami-Dade

## **2019 INNOVATION & POLICY CONFERENCE**



## **WPC-PP-8: Septic-to-Sewer: Lake Okeechobee**

**FAC Staff Recommendation:** Adopt; combine into comprehensive septic-to-sewer proposal

**Proposed Policy:** SUPPORT state funding for development of wastewater infrastructure in counties and cities surrounding Lake Okeechobee.

### **Background:**

Counties and cities around Lake Okeechobee have a significant number of septic tank systems bordering tributaries feeding directly into Lake Okeechobee. Given these counties and cities have been designated as fiscally constrained by the State of Florida, they have limited resources to be allocated for the development of waste water infrastructure without assistance from the State. This proposal is to develop a grant fund managed by DEP to assist in the development of waste water infrastructure in counties and cities surrounding Lake Okeechobee.

Every year individual counties and cities develop legislative appropriation proposals to address their respective issues associated with septic tank removal. However, very little dollars are allocated to these counties for this purpose. By creating a grant fund for fiscally constrained counties around Lake Okeechobee would be helpful in promoting not only economic growth, but clean water entering into Lake Okeechobee.

### **Analysis:**

By not having enough grant dollars allocated to this purpose for fiscally constrained counties/cities surrounding Lake Okeechobee, relative economic growth due will continue to slow down to the lack of infrastructure to accommodate industrial or commercial growth.

### **Fiscal Impact:**

In 2008 when the Lake level was at the 11 foot level, the fishing and tourist industries estimated the loss of business between 20% to 50%. By allocating a funding source to assist with the creation of water storage north of Okeechobee County, the lake level could be effectively managed and businesses would not susceptible to unusual swings in revenues.

**Submitting County:** Okeechobee

## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-9: Septic-to-Sewer: New Development**

**FAC Staff Recommendation:** Adopt; combine into comprehensive septic-to-sewer proposal

**Proposed Policy:** Support requirements that new development be connected to sewer or an enhanced septic system.

### **Background:**

The awareness of nitrogen as one of the biggest contributors to alga blooms, which are catastrophic to Florida's economy and environment, is clear.

Significant scientific research by the state has been completed on nitrogen loading in our springs, which is quantified in the Basin Management Action Plans. In fact, these loading factors apply to all standard septic tanks throughout Florida. Evidence that septic tanks are a large contributor to nitrogen loading is well documented and the state is currently investing significant funds to replace standard septic tanks with enhanced septic tanks.

The ecological service that open lands has long provided in filtering and removing nutrients is being overwhelmed by the increasing volume of nutrients emanating from our growing population and will soon overwhelm the ability of our water systems to recover. Should Florida move from a water-based recreation destination, our tourist and sales tax-based economy may fail, leaving us forced to consider income taxes to fund government services.

The adage "if you find yourself in a hole, stop digging" certainly applies here. It is estimated that 300-400 thousand people move to Florida yearly. Given the housing needs for this increase, we need a state-wide policy that requires all new development be placed on enhanced septic tanks or connected to sewer. Several counties have made this move, the rest of the state needs to step up and follow their lead.

### **Analysis:**

This is statewide problem, and while there may be resistance to this proposal from more rural counties, we must all work together to protect our waters and economies to ensure that we are all part of the solution. Every pound of nitrogen added to ground water must be considered. In rural areas on confined soils much of the nitrogen is taken up by the plants as the ground water moves laterally, but as more and more septic systems are added the ability of the plants to remove the nitrogen is reduced. A standard septic tank transfers approximately 10 pounds of nitrogen to the ground water for every individual living on the system. As the number of people contributing increases, the amount of nitrogen making its way into local drainage systems, whether ditch, stream or river, increases.

Heard often is the comment that failing septic tanks are the problem; while these tanks are important to address as a public health issue, this is not the issue with nutrient pollution. A septic tank that works perfectly still contributes about 10 pounds per person of nitrogen to the ground water. Septic tanks were developed to handle public health problems created by exposure to human waste, and they still work adequately for that, but standard septic tanks were never designed to remove nutrients from the outflow as the enhanced septic systems do now.

As Florida developed, we have created a backlog infrastructure needs that must be addressed to clean up or even simply maintain the current status of our waters. It is estimated that 30% of Florida homes are on septic tanks, meaning close to 2.5 million septic tanks that need to be upgraded to clean up our waters. We have created quite a large hole and must stop digging, by requiring enhanced septic systems or sewer connection for all new development.

**Fiscal Impact:**

While there is no direct cost to the state or counties by implementing this proposal, the cost to clean up after the fact is enormous. Considering the estimated influx of new residents, if distributed randomly across the state, approximately 30% or a 100,000 may be on standard septic tanks. To reduce their contribution to the nitrogen loading at a future date will cost between 400 million to 800 million dollars. We need to step up to ensure that this future infrastructure debt is not a can we kick down the road.

**Submitting County:** Wakulla

## **WPC-PP-10: Address Landscape Irrigation Inefficiencies**

**FAC Staff Recommendation:** Defer to Committee

**Issue Summary:**

Support improving the efficiency of landscape irrigation by 1) requiring state irrigation licensing and 2) adding irrigation standards to the Florida Building Code, 3) limiting the installation of new landscape irrigation wells, and 4) reducing overuse of reclaimed water on landscapes would be pivotal in reaching water conservation and springs protection goals.

**Background:**

Landscape irrigation is one of the largest uses of water in the state. However, the irrigation industry is currently not regulated by the state. The Florida Irrigation Society has encouraged state licensing, in part due to the challenge of complying with regulations of various local governments that are adopting local regulations in the absence of state regulation. The Florida Senate published a Review Regulation of Irrigation Contractors in October 2011 at the request of the irrigation industry and concluded that the industry should start a voluntary licensing program. The resulting voluntary state license program has experienced limited success, as there is no incentive for irrigation professionals to pursue the license. Requiring a state irrigation license will raise the professionalism of the industry and will lead to more efficient irrigation systems, especially if combined with adding Irrigation standards to the State Building Code.

Currently, irrigation is addressed in the State Building Code through a voluntary appendix (F) of the Plumbing Code. Adopting this appendix, or a version of it, into the Plumbing Code would add efficiency and design standards for new irrigation systems. If this was in place, it is likely that local design codes would no longer be needed and local Building Departments would inspect irrigation as they inspect the other components of new construction, as dictated by the Building Code.

Additionally, legislation is needed to prohibit the installation of new landscape irrigation wells when potable water is available. This becomes increasingly important when water rates are increased, as high-water users will install an irrigation well to offset water costs. Tiered water rates have been a very successful strategy for utilities, but the risk of customers switching to irrigation wells limits their use. High water users that convert to irrigation wells, no longer have the price pressure of utility bills to keep water use low. Also, there is the wide spread belief that well users are exempt from state irrigation restrictions. Finally, water use from Irrigation wells is not accounted for in water use projections used by federal, state, and local agencies. There is growing concern that recent decreases in per capita water use, are actually a result of an increasing number of people switching to a water source that is no longer accounted for in water use projections. To improve water use accounting, water management districts should require metering and reporting of water use from landscape irrigation wells.

The final prong is to reduce wasteful use of reclaimed water resources. Reclaimed water is becoming a more valued water source and there are higher uses than unlimited landscape irrigation, such as industrial re-use and aquifer recharge. State Irrigation restrictions currently do not apply to reclaimed

water, which leads to overuse of this water resource. Phasing in the application of irrigation restrictions to include reclaimed water will limit waste and create alternative uses of this valuable water resource.

**Analysis:**

Landscape irrigation accounts for almost 60% of residential water use. The Water 2070 report (a joint project of 1,000 Friends of Florida, the University of Florida, and the Florida Department of Agriculture and Consumer Services) concluded that, "The single most effective strategy to reduce water demand in Florida is to significantly reduce the amount of water used for landscape irrigation." Reducing this discretionary water use locally and statewide will reduce groundwater pumping and protect springs, rivers, lakes, and wetlands.

**Fiscal Impact:**

The fiscal impacts of this pronged approach would be minimal. Adding irrigation systems to the State Building Code would have a minor fiscal impact on local Building Officials, as they would have to add irrigation inspections to their current workloads. The cost of installing new irrigation systems would have an increase in up-front costs, but would quickly be offset by water savings to the homeowners. Prohibiting irrigation wells would not have a fiscal impact and metering of existing irrigation wells would have a minimal fiscal impact. Applying irrigation systems to reclaimed water, would require utilities to invest in alternative "disposal" methods of this resource.

**Submitting County:** Alachua

## **WPC-PP-11: Biosolids**

**FAC Staff Recommendation:** Defer to Committee

**Issue Summary:** SUPPORT prohibiting any application of phosphorus unless soil testing shows a significant phosphorus deficiency, and then only the minimum amount of phosphorus needed for crop production.

**Background:**

Currently DEP is in rule making for new rules for biosolid applications. The proposed rules would still allow the application of phosphorus even when the soils are saturated with phosphorus and there is a high likelihood of phosphorus leaching into the groundwater.

The last legislative session failed to pass a comprehensive water quality bill and the current DEP rule making process seems skewed to continue to allow phosphorus application even if the soil is phosphorus saturated. There is a huge load of legacy phosphorus which is still negatively impacting our water bodies and contributing to toxic algae outbreaks and red tide. The idea that we would still allow phosphorus applications is ludicrous.

**Analysis:**

Excess nutrients are having a negative impact statewide, from the gulf coastal counties, down the west coast, Florida Bay, and up the east coast and inland including spring's areas. While many counties and municipalities have adopted "no phosphorus" fertilizer ordinances, we continue to allow application of phosphorus on Ag and cattle lands. We will never reduce the legacy load of phosphorus if we continue to add more new phosphorus.

**Fiscal Impact:**

There will probably be additional cost to those counties that currently land apply their biosolids, but the general axiom has always been "it's cheaper to prevent a pound of nutrients from getting into our water as compared to removing a pound of nutrients once it's in the water."

**Submitting County:** Indian River



## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-12: Biosolids**

**FAC Staff Recommendation:** Pursue through Guiding Principles

**Proposed Policy:** Support the efforts of the state and local governments to prioritize the reduction and eventual elimination of the land application, and most importantly the composting of Class B and AA Biosolids. This includes efforts to immediately establish standard protocols and funding for the identification, tracking and monitoring of Biosolids, to include class AA Biosolids, application. Fund and promote emerging and innovative wastewater treatment technologies to improve Biosolids resource, recovery and management options.

**Background:** Currently, F.S. 373.4595 the Northern Everglades and Estuaries Protection Program, provides Florida Department of Environmental Protection the authority to deny the land application of domestic wastewater Biosolids within the St. Lucie River and Caloosahatchee Watershed, however the department is not given the authority on the composting to create class AA and/or land application of class AA Biosolids. Unfortunately, those areas located within the St. Johns Upper and Lower Basins do not have any regulation as it relates to composting, land application and disposal of class B or AA. The last legislative session failed to pass a comprehensive water quality bill and the current DEP rule making process seems unlikely to prevent additional nutrient loading to the water resources of the state. There is demonstrated legacy phosphorus which continues to negatively impact our water bodies and drives harmful algal blooms (HABs), to include toxic algae outbreaks and red tide. The continuance of phosphorus application in areas that are saturated is contrary to the goals of protecting the water resources of the local and state governments.

**Analysis:** Both Class B and AA Biosolids contain high amounts of nitrogen and phosphorus. Biosolids provide an inefficient form of fertilization, as only a fraction of nutrients are plant available. This results in over fertilization, which runs off into surface waters or migrates into groundwater, leading to negative outcomes that affect surface and other water resources.

**Fiscal Impact:** Indeterminate

**Submitting County and Contact:** St. Lucie

## **2019 INNOVATION & POLICY CONFERENCE**

### **WPC-PP-13: BMAP Activities**

**FAC Staff Recommendation:** Defer to Committee

**Proposed Policy:** Support the efforts in crediting new activities and simplifying the process for existing activities to obtain nutrient removal credits towards a Basin Management Action Plans (BMAP).

**Background:** A Basin Management Action Plans (BMAP) is the "blueprint" for restoring impaired waters by reducing pollutant loadings to meet the allowable loadings established in a Total Maximum Daily Load (TMDL). It represents a comprehensive set of strategies: permit limits on wastewater facilities; urban and agricultural best management practices; conservation programs; financial assistance and revenue generating activities, etc. designed to implement the pollutant reductions established by the TMDL. These broad-based plans are developed with local stakeholders: they rely on local input and local commitment and are adopted by Secretarial Order to be enforceable. The FDEP credits structural and non-structural best management practices (BMPs) for nutrient removal credits. Some structural examples are wet detention, dry retention, and baffle boxes. These projects require land, engineering design, and substantial capital to construct. Critical maintenance activities such as vegetation removal from a wet pond and roadway swale material removal do not receive credit, even though they remove biomass (and nutrients) from the BMPs as well as aid in flood prevention. FDEP does not credit retrofit projects for floodplain restoration (natural land storage projects) even though the projects retain water, similar to a wet pond. FDEP has not provided clarity on dispersed water storage credits.

Muck removal and restoration calculations are complex and require much after-the-fact monitoring for credits. Consider to allow the following activities to be as reducing pollutant loadings to meet the allowable loadings (TMDLs) in a BMAP. 1. Aquatic Vegetation Removal 2. Grassed Swale Material Removal 3. Dispersed Water Storage 4. Natural Land Storage

**Analysis:** FDEP has substantially increased the required reduction goals for stakeholders within the St. Lucie Estuary BMAP. These increases will force the County to seek alternative projects that provide for efficient nutrient reduction. By including these additional activities to the approved list for consideration, the FDEP will better assist Counties and Municipalities to meet the required reductions.

**Fiscal Impact:** Indeterminate

**Submitting County:** St. Lucie

## **2019 INNOVATION & POLICY CONFERENCE**

## **WPC-PP-14: Fertilizer**

**FAC Staff Recommendation:** Defer to Committee

**Proposed Policy:** Repeal or modify the preemption on local fertilizer ordinances in sec. 576.181, F.S.

### **Issue Summary:**

The science unquestionably proves nutrient pollution affects surface and ground waters in our state. Many counties have successfully adopted fertilizer restrictions to protect water quality, but no longer have the authority to require retailers to remove non-compliant fertilizer from their shelves. In addition, local governments spend taxpayer dollars to educate our residents about the deleterious affect fertilizer can have when misapplied either by formula, amount, or time of year applied; yet consumers still purchase these products at will. The year-round ability to sell fertilizer, especially those containing nitrogen, significantly hinders local governments to reduce nutrients entering water bodies.

### **Background:**

In 2011, the legislature approved changes to Florida Statute 576.181 which preempted the sale of fertilizer adopted by local ordinances. Repeal or modification is required to allow local jurisdictions to pursue common sense means to address this state-wide problem.

### **Analysis:**

Florida is the home to over 30,000 lakes, over 100 first and second magnitude springs, dozens of rivers, untold creeks, is bordered by the Atlantic Ocean, the Straits of Florida, and the Gulf of Mexico; cleaner water is vital to our health, ability to maintain a vigorous tourist economy, and provide recreational opportunities to our residents. Algal blooms are no stranger to bodies of water, but the science indicates the application of fertilizers enhances the algal bloom cycles we have encountered in the past 10 years. For example, the Department of Environmental Protection estimates urban fertilizers are responsible as much as 46% of the nitrogen seeping into Gemini Springs; one of three Outstanding Florida Springs in Volusia County.

### **Fiscal Impact:**

Please note state and local communities must potentially fund tens of millions of dollars in sanitary sewer extensions and retrofits to reduce nitrogen in our springs and surface waters. Eliminating the sale of nitrogen fertilizers to the manufacturers will cost zero dollars as new nitrogen free fertilizers have already been introduced in the marketplace as an ordinance-compliant alternatives. Any decrease in sales tax revenue would be negligible in nature.

**Submitting County:** Volusia

## **2019 INNOVATION & POLICY CONFERENCE**



## **WPC-PP-15: Estuary Programs**

**FAC Staff Recommendation:** Adopt

**Proposed Policy:** SUPPORT developing strategies and prioritizing funding for regional efforts to protect Florida Estuaries.

### **Background:**

Conservation and protection of Florida's natural resources is critical to managing growth, promoting economic development, and maintaining a healthy environment to ensure a high quality of life for Floridians. Northwest Florida is lush with unique ecosystems including springs and coastal dune lakes.

Northwest Florida Estuaries and their associated natural resources provide boating, fishing, tourism, and other outdoor recreational and economic opportunities for citizens and visitors of Florida. Mismanagement of Northwest Florida Estuaries may exacerbate flooding and property loss, negatively impact water quality and estuarine habitat, negatively affect the local economy and tourism, and threaten the health, safety and welfare of Florida's citizens and visitors.

In 2015, the prospective counties supported the efforts to establish Estuary Programs among the Estuaries and their waters throughout Northwest Florida for the comprehensive management, restoration, and protection of these valuable ecosystems. It is the goal of these programs to comprehensively manage and improve water quality, habitat, natural resources, and economic benefits throughout the region.

The proposed Estuary Programs within the Northwest Florida will mimic the National Estuary Program by creating a non-regulatory place-based program to protect and restore the water quality and ecological integrity of estuaries. The Northwest Florida Estuary programs will develop and implement Comprehensive Conservation and Management Plans, which are long-term plans that contain actions to address water quality and living resource challenges and priorities. The Programs will also have Management Conferences that consists of diverse stakeholders and uses a collaborative, consensus-building approach to implement the comprehensive conservation and management plan. The Management Conference ensures that the comprehensive conservation and management plan is tailored to the local environmental conditions and is based on local input, thereby supporting local priorities.

The proposed project will develop comprehensive conservation and management plans for each of the Northwest Florida Estuaries (Peridido/Pensacola, Choctawhatchee, St. Andrew/St. Joe). These plans will be the basis for establishing projects that will meet the individual estuary goals for conservation and management and improve water quality throughout the Northwest Florida region.

### **Analysis:**

Estuary Programs are currently being developed in the three (3) areas in Northwest Florida. Each Estuary program is at a different stage of development; however, the goal of these programs is to develop a Comprehensive Conservation Management Plan to guide the restoration and conservation efforts within

the Pensacola/Peridido Bays, Choctawhatchee Bay, and the St. Andrew/St. Joe Bays. Initial funding sources have been obtained for each of these programs including Gulf Restoration funds, Local RESTORE Act funds, and Not-for-Profits (The Nature Conservancy). Dedicated state funding will help implement projects and ensure dedicated efforts to protecting the estuaries in the Northwest Florida Panhandle.

**Fiscal Impact:**

In most recent years, Northwest Florida has several areas including Walton County, Bay County, Okaloosa County, and Escambia who all have ranked within the Top 20 of Florida Counties in the amount of Tourist Development Tax collected. For example, the economic impact of the Choctawhatchee Bay has \$1.6 billion spent by tourist, \$2.9 billion in local sales annually, and over 36,000 jobs are created. Investing in Florida's Estuaries may bring a net positive impact on Florida's tourism industry due to improved water quality and land conservation improvements, improving recreation and quality of life improvements.

Chapter 373, F.S. incorporates a funding mechanism for restoration projects associated with the Florida Everglades called the Everglades Trust Fund. The State of Florida should create a Trust Fund dedicated to restoring and protecting Florida's Estuaries.

**Submitting County:** Walton

## **WPC-PP-16: Estuary Designation**

**FAC Staff Recommendation:** Incorporate into Guiding Principles OR pursue through the Estuary Programs proposal.

**Proposed Policy:** Support development of special state designation (similar to the Outstanding Florida Water or Aquatic Preserves) that could assist Estuaries and their watersheds in getting funding for water quality and resiliency projects.

### **Background:**

Much of Florida's distinctive character lies in the beauty of its coastline. The best of our coastal landscapes have been set aside for protection as aquatic preserves. Florida's natural beauty has been a major attraction for both tourists and residents. Ironically, the very features that draw people to Florida are potential endangered by the increase population pressures. Aquatic preserves protect Florida's living water to ensure they will always be home for bird rookeries and fish nurseries, freshwater springs and salt marshes, and seagrass meadows and mangrove forests. Florida enacted the Aquatic Preserve Act in 1975. There are currently 41 aquatic preserves in the State of Florida, encompassing 2.2 million acres. These areas are dedicated through legislative action.

The Outstanding Florida Water designation is a water designation worthy of special protection because of its natural attributes. This special designation is applied to certain waters and is intended to protect existing good water quality. This designation goes through a public process for designation. Estuaries and their surrounding wetlands are bodies of water usually found where rivers meet the sea connecting freshwater and saltwater. They are home to unique plant and animal communities that adapted to brackish water. They are among the most productive ecosystems in the world. Many animals rely on estuaries for food, places to breed, and migration stopovers. Estuaries are delicate ecosystems.

### **Analysis:**

Congress created the National Estuarine Research Reserve System to protect more than one million acres of estuarine land and water. These estuarine reserves provide essential habitat for wildlife, offer educational opportunities for students, and serve as living laboratories for scientists.

The State of Florida should develop a specialist designation similar to the Outstanding Florida Waters and Aquatic Preserve. The designation should include special protection measures as well valued ecosystem for restoration and preservation efforts.

### **Fiscal Impact:**


Florida Estuaries are popular to both locals and tourist of Florida. It is important to keep these valuable ecosystems healthy for generations to come. The process of the designation should not have a negative fiscal impact to the State of Florida. However, by providing these areas an added designation, the efforts to restore and preserve estuaries will increase the value of Florida's economy as a whole. For example, Northwest Florida has several areas including Walton County, Bay County, Okaloosa County, and Escambia who all have ranked within the Top 20 of Florida Counties in the amount of Tourist Development Tax collected. The economic impact of the Choctawhatchee Bay has \$1.6 billion spent by tourist, \$2.9 billion in local sales annually, and over 36,000 jobs are created. Investing in Florida's


Estuaries may bring a net positive impact on Florida's tourism industry due to improved water quality and land conservation improvements, improving recreation and quality of life improvements.

**Submitting County:** Walton

## **2019 INNOVATION & POLICY CONFERENCE**



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**Leon County  
Board of County Commissioners  
Notes for Agenda Item #22**



# Leon County Board of County Commissioners

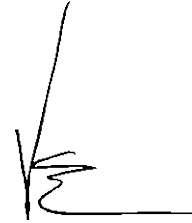
## Agenda Item #22

October 15, 2019

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

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

**Title:** Revised Building Permit Fee Methodology and Proposed Fee Study



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Doug Maples, Director of Building Plan Review and Inspection

### **Statement of Issue:**

This agenda item seeks Board consideration to implement a flat fee methodology for the issuance of residential building permit fees to further expedite the plan review process and simplify how fees are calculated and to proceed with an overall building fee study.

### **Fiscal Impact:**

This item has a fiscal impact. The overall impact of changing the fees structure is revenue neutral to the Building Inspection fund, which is a self-supporting special revenue fund. The recommended fees study is estimated to cost \$40,000. Funding is available for this study in the Building Inspection fund balance.

### **Staff Recommendation:**

- Option #1: Approve the Fee Resolution implementing a flat fee for the mechanical, electrical, plumbing and gas components of the building permit fee assessment process (Attachment #1).
- Option #2: Authorize staff to proceed with a Building Permit Fee study.
- Option #3: Approve the associated budget resolution and amendment realizing \$40,000 from the Building Inspection fund balance (Attachment #2).

## Report and Discussion

### **Background:**

This item presents a proposed revised building fee methodology and requests consideration to proceed with a building permit fee study, which advance the following FY2017-FY2021 5-Year Target:

- *Reduce by at least 30% the average time it takes to approve a single family building permit (T13)*

This particular Target aligns with the Board's Governance Strategic Priorities:

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

This agenda item seeks the Board consideration to approve a revision to the current building inspection and plan review fee assessment methodology by implementing a flat fee for the mechanical, electrical, plumbing, and gas portions of the building permit fee and authorization to proceed with an updated building inspection fee study. The proposed revised methodology simplifies how the fees are calculated and further expedites the plan review process. The Tallahassee Builders Association's (TBA) Government Affairs Committee gave a unanimous endorsement at their October 3, 2019 meeting to both the proposed new methodology and proceeding with an updated building fee study. Previously, the County's Advisory Committee on Quality Growth (ACQG) provided their support for the proposed flat fee methodology at their June 17, 2019 meeting.

In 2007, the Board approved a building permitting and inspection fee schedule for proposed construction which attempts to cover the cost of services provided by the Building Plans Review and Inspection Division. The current building fee assessment process utilizes an antiquated, complex, and labor-intensive itemization method to determine the permit fees. For example, to determine the electric fee, individual electrical outlets, fan boxes, etc. all need to be quantified prior to the fee being established. Similar approaches are required for the plumbing, mechanical and gas. Home builders therefore do not have certainty of the fee until after the plans have been completely reviewed. Under the proposed new approach, the fee(s) will be based on square footage which will provide certainty to the home builders up front and reduce staff time to review the plans.

This item considers implementing a two part process to modifying the current fee structure. The first process segment would increase permitting efficiencies by implementing a flat fee structure based on the square footage of the residential unit immediately. While this methodology change would normally be associated with an overall fee study, given the significant benefits to the builders (cost certainty, further reduction in permit processing times) it is recommended to proceed immediately with the new method. The second part involves conducting a building fees study to ensure the fees are properly set to recover the cost of the program. In addition to reviewing the residential fees, the fee study would address all building fees, including commercial, roofs, pools,

etc. The previous building fee study was conducted in 2004 and implemented in stages from 2005 through 2007.

**Analysis:**

*Part I – Implementation of Flat Fee Structure*

Based on the current building inspection fee assessment methodology, the customer does not know the total cost of their building permit until all reviews are completed. To help provide the best customer service, transparency on calculating the permit fees, expediting the plan review process, and to improve overall efficiency, an analysis of the established current building permit fee schedule was conducted using data over a two-year period that compared the current building inspections fees to the recommended proposed fees. Based on this analysis, the proposed flat fee methodology is projected to be revenue neutral to the building inspection fund; however, some building permit fees may be increased or decreased depending on the square footage of the home.

Attachment #3 provides three examples of the impact of the proposed fee change. This range of examples was used in the analysis to provide a more thorough understanding of the impact when changing the fee structure from a complex and labor-intensive itemization method to a simple flat fee assessment based on the square footage. Furthermore, the analysis factored in the estimated number of inspections for residential and commercial projects to help determine the cost of services to perform the inspections. In general, smaller single-family homes would experience a reduction in fees, medium square foot homes would be revenue neutral, and larger square foot homes would see modest fees increase.

The proposed building inspection flat fee assessment methodology would provide a simplified and expedited permitting process for applicants. The recommended proposed fee methodology would eliminate the need to itemize each mechanical appliance, electrical component, plumbing fixture, and gas appliance to calculate the cost of the permit after the plans have been approved.

In addition, the revised fee assessment methodology will provide transparency to customers by allowing them to know with certainty, the cost of their building permit at the time of submittal. If the new fee assessment methodology is approved, a calculator will be provided on the County's website for applicants to determine building permit fees to further demonstrate the County's commitment to transparency in the permitting process. The proposed flat fee structure provides a more streamlined permitting process for approval that is more predictable, effective, efficient, and transparent.

As part of the analysis, a review was conducted of other Florida jurisdictions and applicable Florida Statutes to identify best practices regarding the permit fee methodology. Most jurisdictions in Florida use the flat fee assessment methodology based on square footage of the structure. Florida Statutes notes that jurisdictions must demonstrate fiscal stewardship and best practices by collecting fees consistent with services provided and they should have documentation that the fees collected fully recover all associated costs related to the permitting services provided, while ensuring compliance with the Florida Building Code.

Staff has had discussions and presented the revised methodology to the Tallahassee Builders Association's (TBA) Government Affairs Committee, the County's Advisory Committee on

Quality Growth (ACQG), and local developers and contractors to obtain input and recommendations. The TBA's Government Affairs Committee gave a unanimous endorsement at their October 3, 2019 meeting. Previously, the ACQG provided their support for the proposed flat fee methodology at their June 17, 2019 meeting.

### *Part II - Fee Study*

Following the adoption of the current fee schedule in 2007, the Florida Building Code has changed significantly, resulting in the need for a more complex and detailed review and inspections of building projects. The complexity of building plan review and the costs for the review services has increased significantly over the past fifteen (15) years since the last fee study was done in 2004. In addition, with the recent hurricane events, the repair of structures has become more complicated and complex because of the required engineering design to repair damaged structures. In addition, though the implementation of the flat fee structure is projected to be revenue neutral to the building inspection fund for single-family residential units, there is a need to review all building inspection fees to ensure the that costs of residential, commercial and online permits are being properly allocated.

To address these issues a building permit fee study is recommended. A fee study would provide enough data for understanding current service levels, the cost and demand for those services, and the appropriate fees to charge. The study would also evaluate the number of square footage ranges to determine if a minimum building permit fee is warranted. The study would also include modifications ranging from renaming and eliminating fees to adding fees or expanding or streamlining current fee ranges. Moreover, the need for the study would review and possibly recommend updating fees for new technology and innovative methods of construction, such as 3D printing of single-family homes, utilizing shipping containers as occupiable and habitable spaces, and solar energy systems, to ensure the fees are appropriate.

The TBA's Government Affairs Committee also indicated complete support of a fee study. In addition, it is anticipated the TBA will be participating in the development of a Request for Proposals for the fee study and will also provide insight and feedback regarding the results of the study. Funding for the study is available in the Building Inspection fund balance (Attachment #2).

The results of the fee study and recommendations would be provided to the Board as part of next year's budget development process.

In summary, the proposed building inspection flat fee and plan review fee assessment methodology is anticipated to:

- Reduce the timeframes associated with building plan review;
- Expedite, streamline and clarify the calculation of building permit fees;
- Provide transparency to the public by allowing the means to calculate the permit fees before submitting a building permit application;
- Be revenue neutral; and
- Assist the Board with meeting their "Bold Goal" of eight (8) working days for new single-family building permit issuance.

**Options:**

1. Approve the Fee Resolution implementing a flat fee for the mechanical, electrical, plumbing and gas components of the building permit fee assessment process (Attachment #1).
2. Authorize staff to proceed with a Building Permit Fee study.
3. Approve the associated resolution and budget amendment realizing \$40,000 from the Building Inspection fund balance (Attachment #2).
4. Do not approve the Fee Resolution implementing a flat fee for the mechanical, electrical, plumbing and gas components of the building permitting process.
5. Do not authorize staff to proceed with a Building Permit Fee study.
6. Board direction.

**Recommendation:**

Options #1, #2, and #3

**Attachments:**

1. Proposed Resolution
2. Resolution and Associated Budget Amendment
3. Comparison of Current vs Proposed Building Permit Fees

**LEON COUNTY RESOLUTION NO. R19-**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PROVIDING FOR THE ADOPTION OF THE STREAMLINED AND CONSOLIDATED DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT DEPARTMENT FEE SCHEDULE; REPEALING PREVIOUS FEE RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, on June 13, 2006, the Board adopted Resolution No. R06-19, therein establishing the Development Services and Environmental Permitting Fee Schedule; and

WHEREAS, the purpose for establishing the Development Services and Environmental Permitting Fee Schedule was to offset the operating costs related to the permitting, inspection, and enforcement of land development regulations; and

WHEREAS, following the adoption of Resolution No. R06-19, the Board adopted subsequent resolutions to amend the Development Services and Environmental Permitting Fee Schedule, including adopting Resolution No. R08-06 (adopted February 1, 2008), Resolution No. R08-07 (adopted February 12, 2008), Resolution No. R15-37 (adopted July 7, 2015), and Resolution No. R16-04 (adopted April 12, 2016); and

WHEREAS, on June 21, 2019, as part of the recodification process for the Leon County Code of Laws, the Board adopted Resolution No. R19-13 to provide a Building Fee Schedule for those fees that had been formerly provided in Chapter 5 and Section 10-6.803 of the Leon County Code of Laws, relating to fees for building permits, electrical permits, gas permits, mechanical permits, plumbing permits, special projects charges, contractor licenses, private home bed and breakfast inn applications, and private airport applications; and

WHEREAS, the Board desires to streamline and consolidate the Department of Development Support and Environmental Management fees into a single fee schedule; and

WHEREAS, the Board also desires to streamline the building inspection and plan review fee assessment methodology by implementing a flat fee for the mechanical, electrical, plumbing, and gas portions of the building permit fee;

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

**Section 1. Adoption of Development Support and Environmental Management Department Fee Schedule.**

The Development Support and Environmental Management Department Fee Schedule, attached hereto and made a part hereof, is hereby adopted.

**Section 2. Repeal of Previous Resolutions.**

This Resolution shall repeal and replace the previous fee resolutions, as follows:

- a. Resolution No. R06-19, which was adopted on June 13, 2006;
- b. Resolution No. R08-06, which was adopted on February 1, 2008;
- c. Resolution No. R08-07, which was adopted on February 12, 2008;
- d. Resolution No. R15-37, which was adopted on July 7, 2015;
- e. Resolution No. R16-04, which was adopted on April 12, 2016; and
- f. Resolution No. R19-13, which was adopted on June 18, 2019.

**Section 3. Effective Date.**

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15<sup>th</sup> day of October, 2019.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

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

By: \_\_\_\_\_

APPROVED AS TO FORM:  
Leon County Attorney's Office

By: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney



**DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT DEPARTMENT  
FEE SCHEDULE  
REVISED OCTOBER 15, 2019**



**EFFECTIVE DATES:  
DEVELOPMENT SERVICES & ENVIRONMENTAL SERVICES - OCTOBER 15, 2019  
BUILDING PLANS REVIEW & INSPECTION - 09/25/2019**

**DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT  
THE RENAISSANCE CENTER, 2<sup>ND</sup> FLOOR  
435 NORTH MACOMB STREET  
TALLAHASSEE, FL 32301  
(850) 606-1300**

Fee Category	Fee
<b>Administration</b>	
Copy of Chapter 10, Code of Laws	\$60
Copy of Land Development Regulations Policies and Procedures	\$12
<b>DEVELOPMENT SERVICES FEES</b>	
<b>Zoning</b>	
Letter of Zoning Certification	\$90
Residential Compliance Certificate (RCC)	\$45
Permitted Use Verification (PUV)	\$242
Revision to PUV	\$60
Project Status Determination for Single Family/Manufactured Housing/Other Development Orders	\$120
Board of Adjustment and Appeals Variance Request	\$300
(+ Direct Notice and Legal Advertisement Fee)	\$660
Planned Unit Development (PUD)	Refer to Type D Site Plan for Fees
Major Modification to PUD Concept Plan	\$4,800 (+ direct notice fee of \$2,640)
Minor Modification to PUD Concept Plan	\$1,500
<b>Concurrency Management</b>	
Residential	\$156 first dwelling unit + \$24/additional dwelling unit
Non-residential	\$228 first 1,000 sq. ft. + \$48/additional 1,000 sq. ft.
Extension of Concurrency Certificate (2 Years)	20% of original fee
Revision of Approved Concurrency Certificate	50% of original certificate fee, not to exceed \$600
Other Jurisdiction Concurrency Application Review	\$90
Concurrency Review with Comp. Plan Amendment Proposal	(See concurrency review fees)
<b>Subdivisions, Site and Development Plans</b>	
Sketch Plan (required for pre-application)	Type A, Limited Partition and all others \$600
Subdivision Exemptions	
Boundary Settlement	\$756
Conveyance to Government and Franchise	\$540
Creation of Equal or Larger Parcels	\$756
Corrective Instruments	\$540
Additional Dwelling Unit without Subdivision (per unit)	\$228
Prior Improperly Subdivided Lots (Letter of Exception)	\$228
Unity of Title	\$156
Release of Unity of Title	\$132
Judicial Exception	\$300
Policy 2.1.9 Subdivision	\$900
Limited Partition Subdivision	\$3,828
One into Two Lot Subdivision	\$1,920
Type "A" Site and Development Plan (maximum of \$6,000, + \$950 direct notice fee)	
Non-Residential	\$2,436 + \$0.85/sq. ft. of building + \$950 direct notice fee
Residential	\$4,476 + \$96/dwelling unit + \$950 direct notice fee
Type "B" Site and Development Plan (maximum of \$12,000, + \$1,690 direct notice fee)	
Non-Residential	\$3,828 + \$0.56/building sq. ft. + \$1,690 direct notice fee
Residential	\$6,024 + \$78/dwelling unit + \$1,690 direct notice fee
Type "C" Site and Development Plan (maximum of \$12,000, + \$2,640 direct notice fee)	
Non-Residential	\$3,756 + \$0.55/building sq. ft. + \$2,640 direct notice fee
Residential	\$4,500 + \$48/dwelling unit + \$2,640 direct notice fee
Type "D" Site and Development Plan (maximum of \$6,000 + \$2,640 direct notice fee)	
Residential or Non-residential Final Plan	\$3,000 + \$2/dwelling unit or \$12/acre + \$2,640 direct notice fee
Administrative Staff Approval Process (ASAP)	\$600
Minor Modification to Approved Site and Development Plan	\$756
Major Modification to Approved Site and Development Plan	\$1,500
Substantial Change to Approved Site and Development Plan	See review fees
Request for Deviation from Development Standards	\$600
Request for Parking Standards Committee Review	\$600
Site and Development Plan Approval Extension (3 Year)	\$1,200
Additional (continued DRC meeting)	\$300
Notice of Intent to Appeal DRC Decision	\$90 + \$30 for each additional party

Fee Category	Fee
<b>Plats</b>	
Residential (Public Works)	\$360, + \$6 per dwelling unit
Non-residential Plat (Public Works)	\$360, + \$60 per acre in excess of 1.0 acres
Vacate and Abandonment of Recorded Plats	
Roads, Plats, or Utility/Drainage Easements	\$600
Direct Notice and Legal Advertisement Fee per Request (Public Works)	\$360
<b>Address Assignment and Street Naming</b>	
New Address Assignment	\$156
Address / City of Tallahassee (for utility setup)	\$156
Street Name Change Application	\$240 (+ direct notice fee of \$660)
Street Name Sign Fee (Public Works)	\$284
<b>Land Use and Code Compliance Determinations</b>	
Off-site Sign (Billboard) "Site Plan" Review	\$600
Modification to Approved Off-site Sign	\$480
Temporary Sign Application	\$60
Other Sign Permit Compliance Reviews	\$240
Temporary Use "Site Plan" Review	\$210
Alcoholic Beverage License Review	\$300
Annexation / De-annexation Review	\$600
Compliance Certification Letter	\$90
Outdoor Dog Friendly Dining Area Permit	\$100
Annual Renewal of Outdoor Dog Friendly Dining Area Permit	\$50
<b>Developments of Regional Impact (DRI)</b>	
DRI Application for Development Approval (ADA)	\$18,000
DRI Substantial Deviation	\$9,600
DRI Notice of Proposed Change (no substantial deviation)	\$6,000
<b>Development Services Miscellaneous Fees</b>	
Development Agreement	\$10,200
Revision to Approved Development Agreement	\$3,600
Regional Activity Center Designation	\$10,200
Other Jurisdiction Comp Plan Amendment Review (per amendment)	\$120
Notice of Claim of Vested Rights	\$360
Research Fee	\$90/hour
<b>ENVIRONMENTAL SERVICES FEES</b>	
<b>Environmental Management Permit (EMP) Standard Form</b>	
Residential Subdivisions (one dwelling unit per lot)	Base fee of \$2,388 for 1 <sup>st</sup> 5,000 sq. ft. of impervious area + \$0.13/sq. ft. over 5,000 sq. ft., with a max of \$90,000.
Non-residential and Others	Base fee of \$2,388 for 1 <sup>st</sup> 5,000 sq. ft. of impervious area + \$0.13/sq. ft. over 5,000 sq. ft., but less than 100,000 sq. ft., + a fee of \$0.24/sq. ft. for 100,000 sq. ft. and above.
<b>EMP Short Form/Residential and Non-residential</b>	
Short Form A	\$372
Short Form B – Low Intensity	Base fee of \$720 for 1 <sup>st</sup> 5,000 sq. ft. of disturbed area + \$0.02/sq. ft. in excess of 5,000 sq. ft.
Short Form B – High Intensity	Base fee of \$1,344 for 1 <sup>st</sup> 5,000 sq. ft. of disturbed area + \$0.01/sq. ft. over 5,000 sq. ft.
<b>EMP Environmental Analysis</b>	
Part 1 – Natural Features Inventory (NFI), without Flood Plain	\$1,584 base fee + \$28/acre over 5 acres
Part 1 – NFI with Floodplain	\$2,064 base fee + \$29/acre over 5 acres
NFI for Policy 2.1.9, Limited Partition and Judicial Subdivisions	\$1128
NFI – No Impact	\$180
Part 2 – Environmental Impact Analysis (EIA), without Floodplain	\$1,356 base fee, + \$24/acre over 5 acres
Part 2 – EIA with Floodplain	\$1,890 base fee, + \$30/acre over 5 acres
Part 2 – EIA with Floodplain and Off-site Stormwater Discharge	\$1,890 base fee, + \$36/acre over 5 acres
<b>Amendments/Resubmittals/EMP Extension Requests</b>	
Amendment to Approved EIA or EMP	50% of initial fee up to maximum of \$1,200
Request for Additional Information (RAI)*	
Request for EMP Extension	

Fee Category	Fee
<b>Landscaping and Related Permits</b>	
Landscape Permit	Base fee of \$780 for 1 <sup>st</sup> 5,000 sq. ft. of impervious area + \$0.01/sq. ft. over 5,000 sq. ft., but less than 50,000 sq. ft. + a fee of \$0.02/sq. ft. 50,000 sq. ft. and above
Tree Removal Permit	Base fee \$114 for first 100 trees + \$1.97/tree over 100
Vegetative Management Plan	\$120
<b>EMP Inspections</b>	
Follow-up Inspection (after unsatisfactory follow-up to violation inspection)	\$240
Repeat Final Inspection (after unsatisfactory environmental final inspection)	\$288
<b>EMP Operating Permits</b>	
Operating Permit (fee is not required for individual single-family lots)	\$628
Operating Permit Renewal	\$120 if less than 5,000 sq. ft. impervious and no structures or filters; all others \$300
<b>Communication Towers</b>	
Communication Tower Bond	\$1,022
Communication Tower Bond Renewal	\$540
Communication Tower Bond Cancellation	\$360
<b>Environmental Compliance Miscellaneous Fees</b>	
General Utility Permit	\$14,190
Board of County Commissioners' Environmental Management Act Variance Request	\$1,440
Discovery Inspection Fee for No-permit Violations	\$120 - \$1,200
Research Fee	\$90/hour
<b>BUILDING PLANS REVIEW &amp; INSPECTION FEES</b>	
<b>Building Permits – New Construction and Additions</b>	
City of Tallahassee Fire Plan Review Fee	\$0.02 per sq. ft. under roof
Industrial Permits	\$0.34 per sq. ft. under roof
Commercial Permits	\$0.51 per sq. ft. under roof
Residential Permits	\$0.46 per sq. ft. under roof including porches, garages, carports, remodeling, alterations, additions, and detached accessory structures
<b>Plans Review Fees, Commercial (based on construction costs)</b>	
\$50,000 - \$100,000	\$74.41
\$100,000.01 - \$500,000	\$104.43
\$500,000.01 - \$1 million	\$139.68
\$1,000,000.01 - \$2 million	\$211.47
\$2,000,000.01 - \$3 million	\$281.97
\$3,000,000.01 - \$5 million	\$348.54
Over \$5 million	\$706.22
<b>Repair Work (based on cost of the building construction and is not associated with any square footage)</b>	
Minimum Fee	\$91.38
\$1,000.01 - \$15,000	\$212.78
\$15,000.01 - \$50,000	\$386.40 + \$15.60/thousand over \$15,000.01
\$50,000.01 - \$100,000	\$998.63 + \$14.10/thousand over \$50,000.01
\$100,000.01 - \$500,000	\$1644.80 + \$7.77/thousand over \$100,000.01
\$500,000.01 - \$1 million	\$5,305.15 + \$3.97/thousand over \$500,000.01
<b>Electrical Permit Fees</b>	
Electrical Permit Fee (New and Existing Construction)	\$0.12 per sq. ft. under roof including porches, garages, carports, remodeling, alterations, and detached accessory structures
<b>Electrical Work not listed</b>	
Not Listed Electrical Work	\$82.00
<b>Electric Signs</b>	
For each electrically illuminated sign requiring less than 1,650 watts	\$32.40
For each electrically illuminated sign requiring more than 1,650 watts, but less than 3,350 watts	\$41.77

Fee Category	Fee
<b>Motor Generators (Individual Electrical Elements For Electrical Only Permit)</b>	
For each electrical motor of ¾ hp or less operating at 600 volts or less	\$6.03
For each electrical motor over ¾ hp and not over 5 hp operating at 600 volts or less	\$13.07
For each electrical motor of over 5hp and not over 25 hp operating at 600 volts or less	\$18.09
For each electrical motor of over 10 hp and not over 25 hp	\$32.64
For each electrical motor of over 25 hp and not over 100 hp	\$62.66
For each electrical motor of over 100 hp	\$90.07
<b>Electrical Voltage Rectifiers</b>	
1 kva capacity or less	\$4.63
Over 1 kva capacity up to 5 kva capacity	\$7.44
Rectifiers over 5 kva capacity	\$14.07
<b>Electrical Services (For Electrical Only Permit)</b>	
Temporary Electric Service	\$32.64
Permanent Electric Service of 200 amps or less	\$15.66
Permanent electric service or panel of over 200 amps, but not over 400 amps	\$36.55
Permanent electric service or panel of over 400 amps, but not over 600 amps	\$48.30
Permanent electric service or panel of 600 amps, but not over 800 amps	\$62.66
For a permanent electric service or panel of over 800 amps, add for each 100 amps or fraction thereof over 800 amps	\$6.03
<b>Electrical Transformers:</b>	
Primary potential does not exceed 600 volts	\$7.44
Primary potential exceeds 600 volts	\$14.07
<b>Gas Permit Fees (New or Existing Construction)</b>	
Gas Permit Fee	\$0.05 per sq. ft. under roof including porches, garages, carports, remodeling, alterations, and detached accessory structures
<b>Gas Permit Fees (Individual Gas Elements)</b>	
Minimum Gas Permit Fee (for items not listed in the Gas Fees)	\$73.10
Inspection of gas piping at one location (including both rough and final piping inspection)	\$73.10 for 1-4 outlets, inclusive; \$15.53 for each additional outlet
Inspection of conversion burners, floor furnaces, incinerators, boilers or control heating or air conditioning units	\$73.10 for one unit; \$15.53 for each additional unit
Inspection of vented wall furnaces and water heaters	\$34.70 for one unit; \$15.53 for each additional unit
<b>Mechanical Permit Fees (New and Existing Construction)</b>	
Mechanical Permit Fee	\$0.10 per sq. ft. under roof including porches, garages, carports, remodeling, alterations, and detached accessory structures
<b>Mechanical Permit Fee (Individual Mechanical Elements)</b>	
Minimum Mechanical Permit Fee (for items not indicated in the Mechanical Fees)	79.63
HVAC equipment change-outs are made	\$79.63
<b>Plumbing Permit Fees (New and Existing Construction)</b>	
Plumbing Permit Fee	\$0.07 per sq. ft. under roof including porches, garages, carports, remodeling, alterations, and detached accessory structures
<b>Plumbing Permit Fees (Individual Plumbing Elements)</b>	
Minimum Plumbing Permit Fee (for items not indicated in the Plumbing Fees)	\$91.38
For each plumbing fixture, floor drain or trap (including water and drainage piping)	\$8.51
Each House Sewer	\$8.51
Each Water Heater and/or Vent	\$8.51
Water Treatment Equipment	\$8.51
Repair or Alteration of Drainage or Vent Piping	\$8.51
Vacuum Breakers and Backflow Preventers (1-5)	\$8.51
Each vacuum breaker or backflow protection device install subsequent to installation of the piping or equipment served over 5	\$1.87

Fee Category	Fee
<b>Manufactured Home Fees</b>	
Manufactured Home Permit (inclusive)	\$385.09
<b>Swimming Pools</b>	
In-Ground Pools	\$382.48
Above-Ground Pools	\$78.32
<b>Solar Installations</b>	
Solar Photovoltaic Systems	\$169.70
Solar Water Heating Systems	\$182.76
<b>Special Work Projects Hourly Charges</b>	
Building inspection director	\$186.67
Deputy building official/plans examiner	\$88.77
Building inspectors	\$82.24
Support staff	\$52.22
Administrative Associate V	\$80.93
<b>Contractor Licenses</b>	
Contractor license application fee	\$609.62
Contractor license reinstatement/reciprocity fee	\$342.01
Contractor license renewal fee	\$74.41
Occupational certificate fee	\$63.96
Contractor reciprocity fee	\$30.00
Master electrician registration	\$5.00
Journeyman electrician registration	\$2.00
Master plumber registration	\$5.00
Journeyman plumber registration	\$2.00
<b>Miscellaneous Fees</b>	
Abandoned Property Registration	\$150
Automated Permits	\$112.26
Building Re-Inspection Fee or Additional Inspection	\$65.27
Demolition Fees	\$197.12 for any building or structure
Driveway Connection Fee (Class I - Single Family Residence & Mobile Home)	\$185.00
Driveway Connection Fee (Class II)	\$500.00
Driveway Connection Fee (Class III & IV)	\$1,500.00
Fire official reinspection	\$38
Moving any Building or Structure	\$436.00
State Notice of Commencement	\$5.00
Private airport application	\$200.00
Private home bed and breakfast inn application	\$200.00
State Surcharge Fee	3% of permit fee total, but not less than \$4
Temporary Facilities	\$74.41 for tents or temporary facilities for revivals, carnivals, etc., for periods not to exceed 30 days

\* RAI – If a 3<sup>rd</sup> RAI is needed to address the same issue.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2019/2020; 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.

Adpted this 15<sup>th</sup> day of October, 2019.

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

## **FISCAL YEAR 2019/2020** **BUDGET AMENDMENT REQUEST**

No: **BAB20002**  
Date: 10/4/2019

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 10/15/2019

County Administrator

Deputy County Administrator

\_\_\_\_\_  
Vincent S. Long

\_\_\_\_\_  
Alan Rosenzweig

### **Request Detail:**

#### **Revenues**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
120	000	399900	000	Appropriate Fund Balance	718,181	40,000	758,181
							-
							-

Subtotal: 40,000

#### **Expenditures**

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
120	220	53100	519	Professional Services	100,000	40,000	140,000

Subtotal: 40,000

### **Purpose of Request:**

This amendment appropriates \$40,000 in fund balance from the Building Fund to conduct a Building Permit Fee study that would provide enough data for understanding current service levels, the cost and demand for those services, and the appropriate fees to charge.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☒ Motion ☐ Administrator ☐



## COMPARISON OF CURRENT VS PROPOSED BUILDING PERMIT FEES

Residential		450 Sq Ft	
Based on a Home of 450 Sq. Ft.	Average CURRENT Inspection Fees	vs.	Average PROPOSED Inspection Flat Fees
Building	\$ 216.00		\$ 207.00
Mechanical	\$ 79.63		\$ 45.00
Electrical	\$ 118.90		\$ 54.00
Plumbing	\$ 150.95		\$ 31.50
Gas	\$ -		\$ -
TOTAL			TOTAL
\$ 565.48			\$ 337.50
% of Difference			DIFFERENCE
-40%			\$ (227.98)

Residential		2600 Sq Ft	
Based on a Home of 1,800 Sq. Ft.	Average CURRENT Inspection Fees	vs.	Average PROPOSED Inspection Flat Fees
Building	\$ 1,253.76		\$ 1,196.00
Mechanical	\$ 159.26		\$ 260.00
Electrical	\$ 285.88		\$ 312.00
Plumbing	\$ 261.58		\$ 182.00
Gas	\$ -		\$ -
TOTAL			TOTAL
\$ 1,960.48			\$ 1,950.00
% of Difference			DIFFERENCE
-1%			\$ (10.48)

Residential		3600 Sq Ft	
Based on a Home of 3600 Sq. Ft.	Average CURRENT Inspection Fees	vs.	Average PROPOSED Inspection Flat Fees
Building	\$ 1,722.72		\$ 1,656.00
Mechanical	\$ 159.26		\$ 360.00
Electrical	\$ 389.18		\$ 432.00
Plumbing	\$ 287.11		\$ 252.00
Gas	\$ -		\$ -
TOTAL			TOTAL
\$ 2,558.27			\$ 2,700.00
% of Difference			DIFFERENCE
6%			\$ 141.73



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #23**

# Leon County Board of County Commissioners

## Agenda Item #23

October 15, 2019

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

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

Herbert W. A. Thiele, County Attorney

**Title:** Ordinance Providing Civil Penalties for Misdemeanor Marijuana Possession

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Herbert W. A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Andrew Johnson, Assistant to the County Administrator Teresa Broxton, Director, Intervention and Detention Alternatives LaShawn Riggins, Deputy County Attorney

### **Statement of Issue:**

As directed at the September 17, 2019 meeting, this agenda item presents a draft ordinance (Attachment #1) to provide civil penalties for misdemeanor marijuana possession offenses. In accordance with the direction provided by the Board, this item also presents input received from the State Attorney and local law enforcement agencies with regard to the draft ordinance.

### **Fiscal Impact:**

This item does not have a fiscal impact.

### **Staff Recommendation:**

Option #3: Board direction.

## **Report and Discussion**

### **Background:**

During the September 17, 2019 meeting, the Board received a status report on Leon County's Adult Civil Citation (ACC) program, which included an overview of how the possession of small quantities of marijuana is treated within the ACC program. In addition, as requested by the Board, the status report also provided information regarding the legal and regulatory framework currently surrounding cannabis, including the medical use of marijuana in Florida, the rise in use and popularity of cannabidiol ("CBD") products, the distinction between industrial hemp and marijuana, and the status of efforts throughout the State and nation to decriminalize the personal possession of small quantities of marijuana. Following discussion on the status report, the Board directed staff to prepare a draft ordinance (Attachment #1) to provide civil penalties for misdemeanor marijuana possession offenses and to solicit input from the State Attorney and local law enforcement agencies regarding the ordinance as well as their willingness to participate.

As discussed in the status report presented to the Board at the September 17 meeting (Attachment #2), several counties and cities in Florida have recently adopted local ordinances and/or resolutions to decriminalize misdemeanor marijuana possession. Generally, the term "decriminalization" describes a public policy that replaces criminal sanctions for minor marijuana-related offenses with the imposition of civil fines. At this time, six counties and fifteen municipalities in Florida have adopted local laws providing civil penalties for certain misdemeanor marijuana possession offenses. As discussed in further detail in the Analysis section of this agenda item, the results of these local decriminalization ordinances have been mixed throughout the state. In Miami-Dade County, for example, the State Attorney for the 11<sup>th</sup> Judicial Circuit is not interfering with law enforcement officers who issue citations for misdemeanor marijuana possession consistent with an ordinance adopted by the Miami-Dade County Board of County Commissioners. In several other areas, however, including Alachua, Palm Beach, and Volusia Counties, law enforcement agencies and/or State Attorneys have elected not to participate. As discussed in further detail below, because misdemeanor marijuana possession remains a criminal offense under both federal and state laws, any local ordinance intending to decriminalize marijuana would be null and void and would not preclude prosecution. For these reasons, the State Attorney has indicated his opposition to any local marijuana decriminalization ordinance in Leon County. The Leon County Sheriff has also indicated that since the State Attorney has determined that such an ordinance would be contrary to state and federal law and therefore unenforceable, the Sheriff's Office would not participate in issuing civil citations should the Board adopt such an ordinance.

### **Analysis:**

The Analysis section of this agenda item provides a summary of the feedback received from the State Attorney and local law enforcement agencies with respect to how each agency would implement a prospective marijuana decriminalization ordinance. Following this, as directed by the Board, this item presents a draft ordinance that would provide civil penalties for misdemeanor marijuana possession based upon ordinances adopted by other Florida counties.

Input Received from the State Attorney and Local Law Enforcement Agencies:

In accordance with the direction provided by the Board at the September 17, 2019 meeting, staff has discussed a prospective marijuana decriminalization ordinance with the State Attorney as well as all local law enforcement agencies to determine how each agency would implement such an ordinance. The State Attorney has expressed the opinion that because marijuana possession remains a criminal offense under both federal and state law, a local ordinance to decriminalize would be invalid and legally unenforceable. Because such an ordinance would directly conflict with federal and state laws, the State Attorney has indicated that he would not participate in any judicial proceedings associated with civil citations issued under a local decriminalization ordinance. As a result, this would require the County to establish and provide funding for an alternative system to manage the civil citation program, establish a hearing officer to conduct appeals, defend appeals on behalf of the County before the hearing officer, collect fines, and refer offenders who fail to pay fines to a collection service. Furthermore, the State Attorney reserves the authority to examine records of all citations issued under a local decriminalization ordinance and initiate prosecution against any offender under the prevailing state and/or federal criminal statute.

Also, as described in detail in the September 17 status report to the Board, the State Attorney currently administers both a pre-arrest and post-arrest criminal justice diversion program throughout the circuit, including all of Leon County. Both programs may, at the State Attorney's discretion and based on factors including the offender's prior criminal history, provide diversion opportunities both at the initial point of contact with a law enforcement officer as well as immediately following arrest and prior to arraignment, allowing eligible offenders to avoid criminal conviction for misdemeanor offenses upon successful completion of the program, even in the absence of a local marijuana decriminalization ordinance.

Additionally, the County has no operational authority over local law enforcement agencies and cannot compel these agencies' participation in such a program. As such, an ordinance to decriminalize misdemeanor marijuana possession could not remove the discretion of a law enforcement officer in determining how to treat such offenses. In developing this analysis, staff also reached out to the Leon County Sheriff, the City of Tallahassee, and the Florida State University, Florida A&M University, and Tallahassee Community College Chiefs of Police to discuss how their agencies would implement a marijuana decriminalization ordinance. The Leon County Sheriff as the chief law enforcement official for the County has stated that he will continue to execute his constitutional duty to enforce state law in accordance with the State Attorney's prosecutorial interpretation. Therefore, because the State Attorney has indicated that a local decriminalization ordinance would be in conflict with state and federal law, the Sheriff's Office would not participate in issuing civil citations should the Board adopt such an ordinance. With respect to the City of Tallahassee, the City Commission is scheduled to receive a briefing on the issue of marijuana decriminalization on October 16 and has invited the State Attorney and the Sheriff to participate. Staff also reached out to the FSU, FAMU, and TCC Chiefs of Police in preparing this analysis. FSU Police Department and TCC Police Department have stated that their agencies would operate consistent with the Sheriff's position, and as such, would not issue civil citations under a local ordinance. The FAMU Police Department stated that a local decriminalization ordinance would not affect their operations since, as indicated in the status report

presented to the Board on September 17, they typically do not make arrests for these offenses in most instances. Instead, the FAMU Police Department refers these offenses to the University Conduct Officer unless there are co-occurring offenses or other aggravating circumstances.

It should be further noted that, as discussed in the September 17 status report to the Board, the State Attorney's office has presently suspended prosecuting marijuana possession cases, and in most instances, local law enforcement agencies are not currently charging offenders with misdemeanor marijuana possession. This decision was based on recent federal and state legislation which have made certain hemp-derived products legal, as well as the present lack of laboratories authorized and qualified to differentiate between lawful hemp products and illegal marijuana. Hemp is derived from the same plant as cannabis and the statutory distinction between illegal cannabis and lawful hemp is the concentration of tetrahydrocannabinol (THC), which is the psychoactive component of marijuana. Under these new laws, hemp can contain up to 0.3% of THC. Currently, the State Attorney's Office utilizes the Florida Department of Law Enforcement's laboratory, which does not yet have the technology to test the amount of THC in cannabis, only whether it is present, and therefore cannot differentiate between hemp and marijuana. Accordingly, should the Board adopt an ordinance to decriminalize the possession of small quantities of marijuana, law enforcement agencies currently would not be able to meet the evidentiary standard required to issue a civil citation since the technology to validate whether a substance is marijuana or hemp in the field is not presently available.

#### Overview of a Draft Ordinance to Decriminalize Misdemeanor Marijuana Possession:

Notwithstanding the information provided above, as of this writing, staff has identified six counties (Alachua, Broward, Miami-Dade, Osceola, Palm Beach, and Volusia) and fifteen municipalities in Florida that have adopted local ordinances to decriminalize misdemeanor marijuana possession. However, because misdemeanor marijuana possession remains a criminal offense under both federal and state law in Florida, these offenses may still be charged and prosecuted as a crime by the State Attorney or U.S. Attorney with jurisdiction. The support and active participation of all local criminal justice and law enforcement partners, therefore, is critical to the successful implementation of these ordinances.

As discussed earlier in this item, the results of local decriminalization ordinances have been mixed throughout the state. In the 9<sup>th</sup> (Osceola County), 11<sup>th</sup> (Miami-Dade County), and 17<sup>th</sup> (Broward County) Judicial Circuits, the State Attorneys' offices are allowing local law enforcement agencies to issue civil citations for misdemeanor marijuana possession in accordance with adopted local ordinances. Notwithstanding this, each of these offices has emphasized that the decision to allow this practice in lieu of criminal charges under the applicable state and federal laws is the prerogative of the State Attorney. Conversely, in the 8<sup>th</sup> (Alachua County) and 15<sup>th</sup> (Palm Beach County) Circuits, no civil citations have been issued even though the respective County Commissions have adopted decriminalization ordinances because the State Attorney and local law enforcement agencies have declined to participate. In both Alachua County and Volusia County, the local decriminalization ordinance applies only within the unincorporated areas, which creates the potential for disparate treatment of citizens based upon where a marijuana possession offense is committed. In Alachua County, no municipalities have opted in to the County ordinance or

adopted a similar municipal ordinance. In Volusia County, three of its sixteen municipalities have adopted their own municipal decriminalization ordinance.

As directed by the Board, this agenda item includes a proposed draft ordinance (Attachment #1) to provide civil penalties for misdemeanor marijuana possession in Leon County. Staff has developed the draft ordinance based on the ordinances adopted by other Florida counties described above. Following is a discussion of the provisions of the draft ordinance and how the ordinance would be implemented:

- **General description:** the draft ordinance would make the possession of cannabis paraphernalia or the possession of 20 grams or less of cannabis a civil infraction rather than a criminal offense. The term “cannabis” would not include low-THC cannabis or cannabis used for medical purposes under state law. The term would also exclude hemp pursuant to recent federal and state legislation legalizing industrial hemp. Finally, the term would also exclude resin extracted from cannabis plants, the possession of which is a felony offense under state and federal law.
- **Officer discretion:** the draft ordinance would allow a law enforcement officer to issue a civil citation for the possession of cannabis paraphernalia or the possession of 20 grams or less of cannabis, at the sole discretion of the officer. As discussed earlier in this item, the County has no operational authority over local law enforcement agencies and therefore cannot compel their officers to issue civil citations.
- **Penalty:** the draft ordinance provides for a \$100 fine for each violation. In lieu of a fine, an offender would be allowed to complete eight hours of community service. The offender must either pay the fine or complete the required community service within 30 days. The Office of Intervention and Detention Alternatives would administer the program, collect fines, and track offenders’ participation in community service. Offenders who fail to pay the fine, perform the required community service, or appeal the citation (as described below) would be referred to a collection service.
- **Appeals:** in order to protect offenders’ right to constitutional due process, the draft ordinance would provide an avenue for an offender to appeal the citation before a hearing officer. An officer who issues a civil citation would appear before the hearing officer to present evidence supporting the citation, and the County Attorney’s office would represent the County in the hearing. The cost of administering appeals, including contracting with a hearing officer and attorneys’ staff time to defend the County, would be borne by the County. These costs are expected to significantly exceed the \$100 fine per violation. Should the Board wish to proceed with adopting a decriminalization ordinance, staff would prepare a future agenda item for the Board’s consideration to contract with a hearing officer and to provide options for funding the appeal process.

#### Conclusion:

As described above, State Attorney does not support a marijuana decriminalization ordinance in Leon County as it would directly conflict with applicable state and federal laws. The Leon County Sheriff has stated that, based on the State Attorney’s position on the issue, his office would not



participate in issuing civil citations should the Board adopt such an ordinance. The FSU and TCC Chiefs of Police have also stated that their agencies would operate consistent with the Sheriff's position, and as such, would not issue civil citations under a local ordinance. The FAMU Police Department has also stated that a local ordinance would not affect their current practice of referring student offenses to the University Conduct Officer rather than making an arrest. The Tallahassee City Commission is expected to receive a briefing on the issue of marijuana decriminalization on October 16 and has invited the State Attorney and the Sheriff to participate. As discussed in the September 17 status report presented to the Board, the State Attorney also currently administers both a pre-arrest and post-arrest criminal justice diversion program throughout the circuit, including all of Leon County. Both of these programs provide opportunities for eligible offenders to avoid criminal conviction for misdemeanor marijuana offenses even in the absence of a local marijuana decriminalization ordinance.

As directed by the Board, this item provides a draft ordinance to provide civil penalties for misdemeanor marijuana possession. Should the Board wish to proceed with adoption of such an ordinance, this item includes a Board option to schedule the required public hearings to do so. However, and as described in detail in this agenda item as well as the September 17 status report, a local decriminalization ordinance would not remove law enforcement officers' discretion in handling individual offenses, nor would it preclude an offender from being subsequently charged and prosecuted with a criminal offense under state or federal law. As such, in order to effectuate a true decriminalization of misdemeanor marijuana possession, federal and state legislation would be needed to de-schedule marijuana from their respective lists of regulated controlled substances and eliminate the associated criminal penalties.

**Options:**

1. Accept the status report and take no further action.
2. Accept the status report and schedule two public hearings to adopt a proposed Ordinance amending Chapter 12 of the Leon County Code of Laws by creating a new Article IV entitled "Possession of Cannabis or Cannabis Paraphernalia" (Attachment #1) for December 10, 2019 and January 28, 2020 at 6:00 p.m.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Draft Ordinance
2. September 17, 2019 agenda item – "Status Report on Leon County's Adult Civil Citation Program and Marijuana Reform"

LEON COUNTY ORDINANCE NO. 19-\_\_\_\_\_

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA; AMENDING CHAPTER 12 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA ENTITLED "OFFENSES – MISCELLANEOUS," GENERALLY; ADDING A NEW ARTICLE IV TO BE ENTITLED "POSSESSION OF CANNABIS AND CANNABIS PARAPHERNALIA"; PROVIDING FOR DEFINITIONS; PROVIDING FOR CIVIL INFRACTION; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR APPEAL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statute 893.13(6)(b) provides that possession of twenty (20) grams or less of cannabis, intended only for consumption of the possessor, is a misdemeanor criminal offense; and

WHEREAS, Florida Statute 893.147 provides that the use or possession of cannabis paraphernalia is also a misdemeanor criminal offense; and

WHEREAS, even if a person is found not guilty of such a charge, that person may, as a result of being charged with a crime, suffer serious negative consequences at work, and may encounter difficulty obtaining a license in some professions; and

WHEREAS, the Board of County Commissioners finds that civil penalties may be more commensurate with any social harm caused by the possession of small amounts of cannabis or cannabis paraphernalia; and

WHEREAS, counties may enact an ordinance regulating offenses classified as misdemeanors under state law as long as the ordinance does not impose a penalty in excess of the penalty provided under state statute; and

WHEREAS, the Board of County Commissioners has the power to prescribe consequences for violations of such an ordinance, and has determined that the creation of an ordinance providing civil penalties for misdemeanor cannabis possession or cannabis paraphernalia is in the best interest of the public; and

WHEREAS, the Board of County Commissioners hereby finds and declares that this ordinance is in the best interest of the public health, safety, and welfare; and

WHEREAS, the Board of County Commissioners desires to enact an ordinance creating Chapter 12, Article IV of the Leon County Code of Laws, relating to possession of twenty (20) grams or less of cannabis or cannabis paraphernalia;

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

**Section 1. Amendments to Code.**

Chapter 12 of the Code of Laws of Leon County, Florida, is hereby amended by adding an Article IV, entitled "Possession of Cannabis or Cannabis Paraphernalia," which is to read as follows:

**ARTICLE IV. POSSESSION OF CANNABIS OR CANNABIS PARAPHERNALIA**

**Sec. 12-80. – Definitions.**

For purposes of this Article, the following definitions shall apply:

*Cannabis* means all parts of any plant of the genus *Cannabis*, whether growing or not, or the seeds thereof. The term does not include "low-THC cannabis" as defined in Section 381.986, Florida Statutes; or "hemp" as defined in Section 581.217, Florida Statutes; if manufactured, possessed, sold, purchased, delivered, distributed, or dispensed in conformance with those sections. "Cannabis" also does not include the resin extracted from the plants of the genus *Cannabis*, or any compound manufacture, salt, derivative, mixture, or preparation of such resin.

*Cannabis paraphernalia* means any object used, intended for use, or designed for use, in ingesting, inhaling, smoking, or otherwise introducing cannabis into the human body, or any object used, intended for use, or designed for use, in storing, containing, concealing, or transporting cannabis.

*Law enforcement officer* means any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency.

**Sec. 12-81. – Civil infraction.**

It is unlawful and a violation of this Article for any person to possess cannabis paraphernalia or twenty (20) grams or less of cannabis. Such violation shall be punishable by a civil infraction, issued by and at the discretion of a law enforcement officer, pursuant to Chapter 6 of this Code.

**Sec. 12-82. – Enforcement.**

- (a) Any law enforcement officer in a jurisdiction in which this Article applies shall have the discretion to issue a civil citation for a violation of this Article, pursuant to Chapter 162,

Florida Statutes, in lieu of arrest for misdemeanor marijuana possession, if the law enforcement officer has reasonable cause to believe that a person violated this Article.

(1) A violation of this Article shall be considered “irreparable or irreversible” within the meaning of Chapter 162, Florida Statutes, such that a citation may be issued immediately to any person found in violation by the law enforcement officer.

(2) For the purposes of this Article only, only law enforcement officers shall be deemed “code enforcement officers” within the meaning of Section 162.21, Florida Statutes, as amended.

(3) Civil citations issued under this Article shall contain all information required by Chapter 162, Florida Statutes, as amended.

(b) A person found in violation of possession of cannabis under this Article may not also be found in violation of possession of cannabis paraphernalia under this Article arising out of the same incident.

(c) No citation shall be issued for a violation of this Article if the recipient, in connection with a previous citation issued under this Article, has failed to pay the required penalty, perform the required community service, or challenge the previously issued citation before a hearing officer pursuant to Sec. 12-84 of this Article.

#### Sec. 12-83. – Penalties.

(a) Violation of this Article is a civil infraction, subject to a fine of one hundred dollars (\$100.00). The violator may complete eight (8) hours of community service through the Leon County Office of Intervention and Detention Alternatives Community Service/Work Program in lieu of a fine.

(b) The recipient of a civil citation issued under this Article shall pay the fine, or complete the required community service, within 30 calendar days from the date the citation was received.

(c) The County Administrator, or designee, shall accept designated fines and issue receipts and accept proof of satisfactory completion of community service.

(d) The County shall bring and cause to be brought all such suits and actions and take such proceedings as may be necessary for the recovery of fines levied pursuant to this Article against any person who receives a citation for a violation under this Article, but who fails to pay the citation or perform the required community service within 30 calendar days after receipt.

#### Sec. 12-84. – Contesting the citation.

(a) A person found in violation of this Article shall be entitled to contest the citation before a hearing officer designated by the Board of County Commissioners.

(b) To contest a civil citation issued under this Article, a request for a hearing pursuant to this section shall be made, in writing, to the County Administrator or designee within seven calendar days of receiving the citation in order to receive a hearing date.

Sec. 12-85. – Applicability.

This Article shall be applicable within the incorporated and unincorporated areas of the county, except to the extent that a municipality has adopted or adopts its own ordinance in conflict with this Article. To the extent that this Article is applicable within a municipality, the county and the municipality shall have concurrent authority and jurisdiction to apply and enforce this Article within the entirety of their jurisdictional boundaries.

**Section 2. Conflicts.**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**Section 3. Severability.**

If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 4. Effective Date.**

This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

1 ATTESTED BY:

2 Gwendolyn Marshall, Clerk of Court  
3 & Comptroller, Leon County, Florida  
4

5  
6 By: \_\_\_\_\_  
7

8 APPROVED AS TO FORM:

9 Leon County Attorney's Office  
10

11  
12 By: \_\_\_\_\_  
13

14 Herbert W. A. Thiele, Esq.  
15 County Attorney

# Leon County Board of County Commissioners

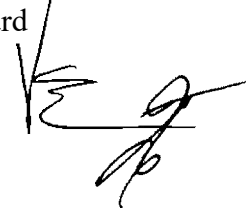
## Agenda Item #16

September 17, 2019

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

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

**Title:** Status Report on Leon County's Adult Civil Citation Program and Marijuana Reform



<b>Review and Approval:</b>	Vincent S. Long, County Administrator Herbert W. A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Andrew Johnson, Assistant to the County Administrator Teresa Broxton, Director, Intervention and Detention Alternatives LaShawn Riggins, Deputy County Attorney

### **Statement of Issue:**

As directed at the June 18, 2019 meeting, this agenda item presents a status report on Leon County's Adult Civil Citation program as well as recent marijuana reform efforts. As discussed in this item, several communities in Florida have adopted local ordinances decriminalizing possession of small quantities of marijuana. This item provides an overview of these local regulations and a comparative analysis of these ordinances in relation to the criminal justice diversion programs currently available in Leon County.

### **Fiscal Impact:**

This item does not have a fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report and take no further action.

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## **Report and Discussion**

### **Background:**

During the June 18, 2019 meeting, the Board directed staff to prepare a status report on Leon County's Adult Civil Citation (ACC) program. During discussion, the Board requested that this status report provide an overview of how the possession of small quantities of marijuana is treated within the ACC program. In addition, the Board requested information regarding the legal and regulatory framework currently surrounding cannabis, including the medical use of marijuana in Florida, the rise in use and popularity of cannabidiol ("CBD") products, the distinction between industrial hemp and marijuana, and the status of efforts throughout the State and nation to decriminalize the personal possession of small quantities of marijuana.

As described in further detail in the Analysis section below, Leon County's Adult Civil Citation (ACC) program was established in 2013 in partnership with DISC Village, the Smart Justice Alliance, Attorney General, State Attorney, Public Defender, Leon County Sheriff's Office, and Tallahassee Police Department. The ACC program is a pre-arrest criminal justice diversion program that utilizes cost-effective alternatives to the formal criminal justice process and has been recognized as a model for other similar programs throughout the state. In 2017, the program was revised and re-launched under the administration of the State Attorney's office, which also administers a separate post-arrest Misdemeanor Diversion Program. These programs are designed to divert misdemeanor offenders throughout the 2<sup>nd</sup> Judicial Circuit from the criminal justice system by providing eligible offenders with the opportunity to avoid criminal prosecution for certain low-level offenses, including misdemeanor marijuana possession, as long as the offender participates in and complies with the requirements of the program and avoids further criminal activity.

Several counties and cities in Florida have recently adopted local ordinances to effectively decriminalize the possession of small quantities of marijuana by replacing criminal prosecution with a civil fine. In several jurisdictions, an offender may perform community service in lieu of paying the civil fine. In effect, the existing diversion programs in Leon County generally provide the same opportunity to avoid criminal prosecution; however, they also ensure that offenders are screened for and receive treatment and education for underlying mental and behavioral health concerns where appropriate. Also, because misdemeanor marijuana possession remains a criminal offense under both federal and state laws, any local ordinance in Florida intending to decriminalize marijuana would be null and void and would not preclude prosecution. For these reasons, the State Attorney has indicated his opposition to any local marijuana decriminalization ordinance in Leon County.

### **Analysis:**

The Analysis section of this agenda item begins by providing an overview of the Adult Civil Citation program in Leon County, including a history of the development of the program and a discussion of how possession of small quantities of marijuana is treated within the program. Following this, as directed by the Board during the June 18, 2019 meeting, this section provides an overview of cannabis including the distinction between marijuana and hemp, the use of medical marijuana in Florida, and a discussion of federal, state, and local laws governing cannabis. Finally,



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this item discusses how other Florida jurisdictions have recently addressed possession of limited quantities of marijuana and presents an evaluation of possible "decriminalization" of limited quantities of marijuana in Leon County.

Overview and History of the Adult Civil Citation Program in Leon County:

Leon County's Adult Civil Citation (ACC) program is a pre-arrest criminal justice diversion program. Diversion programs generally target first time nonviolent offenders, providing eligible offenders with an opportunity to avoid the full and often long-term effects of criminal prosecution by participating in counseling or other training programs designed to address the behaviors that led to the criminal charge. Offenders may also be required to pay restitution and/or perform community service. An offender who meets the eligibility requirements for participation in a diversion program must sign an agreement and pay a fee which is used to fund operational expenses for these programs. Upon successful completion of the diversion program, the offender's charge is dismissed. Generally, diversion programs are designed to provide relief to the courts, law enforcement, and probation program; provide an opportunity for the offender to avoid prosecution by completing the requirements of the program; and yield better outcomes as opposed to an offender's direct involvement in the court system.

The ACC program in Leon County was originally established in 2013 as a 36-month pilot project. At that time, the program was administered by DISC Village, Inc., which entered into separate Memoranda of Understanding with the 2<sup>nd</sup> Judicial Circuit of Florida, the Leon County Sheriff's Office, the Tallahassee Police Department, and several other law enforcement agencies with jurisdiction in Leon County for the operation of the program. The objectives of the program were to provide local law enforcement agencies with an additional tool as an alternative to arrest while ensuring public safety and also to promote the use of additional cost-effective alternatives to the formal criminal justice process, from arrest through case disposition.

In April 2017, the State Attorney advised the Leon County Sheriff, the Chief of Police for the City of Tallahassee, the Second Judicial Court Administrator, and the Chief Executive Officer (CEO) of DISC Village of concerns about the structure of the ACC program (Attachment #1), specifically including:

- Whether an offender's ability to participate in the program may be influenced by an inability to pay for program fees and costs;
- Ensuring offenders' right to due process;
- Uniformity in application of the program throughout the 2<sup>nd</sup> Judicial Circuit; and
- Impacts of the program on tracking key criminal justice statistics to inform successful intervention strategies.

As a result of these concerns, the program was revised in 2017 to provide uniformity and consistency among all law enforcement and criminal justice stakeholders throughout the 2<sup>nd</sup> Judicial Circuit. The program is currently administered by the State Attorney through a Memorandum of Understanding with participating law enforcement agencies. At this time, 20 law enforcement agencies have signed on to the agreement (Attachment #2).

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The Adult Civil Citation program is available to offenders with no criminal history and who have committed an offense that would otherwise be characterized as a misdemeanor or violation of a local ordinance. This includes possession of 20 grams or less of marijuana as well as possession of drug paraphernalia, both of which are misdemeanor offenses under Chapter 893, Florida Statutes. Actions constituting felonies are not eligible, nor are offenses involving battery or other violence, violation of an injunction, loitering and prowling, stalking, driving under the influence, or animal cruelty. Prior participants in the program may be eligible to participate again, or may be denied, at the discretion of the State Attorney.

Under the program, law enforcement officers perform their traditional duties of discovering, investigating, and dissuading criminal behavior. If an officer determines that a person has committed a crime, the officer can take any traditional lawful action deemed appropriate, including making an arrest, issuing a notice to appear, preparing a probable cause affidavit for potential judicial review, or creating a regular police report. Under the current ACC program, the officer may also recommend in the probable cause affidavit or sworn report that the offender be granted diversion rather than criminal arrest. As discussed below, the State Attorney's Office has the final authority to determine whether an offender is eligible to participate in the ACC program.

Importantly, an officer is not required to obtain an admission of guilt from the offender in order to refer the offender to the ACC program. If the officer wishes to recommend the offender for the ACC program, the officer provides the offender with instructions on the next steps in the process before forwarding the probable cause affidavit or police report to the State Attorney for final review. The offender is then required to appear at the State Attorney's Office within four weeks if he or she wishes to participate. During the period between referral and the offender contacting the State Attorney's Office, the assigned prosecutor will review the facts of the case, the offender's criminal history, and any additional information which may not have been available to the officer at the time of referral. If the prosecutor determines that pre-arrest diversion is appropriate, the case is referred to the Diversion Coordinator who notifies the offender. If the prosecutor determines that diversion is not appropriate, he or she will file the charge for the offense and request a court date at which the defendant is required to appear. In this regard, the current ACC program maintains the discretion of the officer whether to make an arrest or refer an offender to the program, as well as the State Attorney's discretion to approve an offender's participation in the program. To date, the State Attorney's Office has not rejected any law enforcement officer referrals to the ACC program.

Offenders participating in the ACC program may not commit any additional criminal activity during the pendency of the diversion, which lasts between a minimum of 3 months and a maximum of 12 months; complete community service hours; and pay a flat fee within 3 months of the entry date into the program. Participants accepted into the program are assessed a \$100 fee, which is the maximum amount allowed by state statute for each offender. The fee offsets the costs associated with administering the program. Leon County budgets \$20,000 annually to provide scholarship funding for indigent offenders who cannot afford the fee to participate in this program, as well as the post-arrest Misdemeanor Diversion Program discussed in the following subsection of this item. In order to receive this scholarship, an offender must complete one day of work with the Leon County Sheriff's Work Camp in addition to the requirements of the program, as described below.

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Under the program, an offender may be assigned mental health or substance abuse screenings, classroom instruction, and other courses based on the offense, criminal history, or other relevant information identified in the probable cause report. The cost for any additional counseling and/or treatment is borne by the participant; however, since participants are eligible to select any qualified provider, they may be able to use their healthcare plan for these services. Participants who fail to meet the conditions of the program after enrolling are dismissed from the program and a notice to appear is issued for the original offense.

As of August 2019, a total of 283 offenders have been referred to the ACC program by law enforcement agencies throughout the 2<sup>nd</sup> Judicial Circuit since its relaunch in 2017. All referrals to date have come from the Leon County Sheriff's Office (51 cases), Tallahassee Police Department (220 cases), and the Florida Highway Patrol (12 cases). Of those cases, 237 (83.7%) successfully completed or are currently enrolled in the program. The remainder of these cases (46) failed to complete the program and were filed with the Clerk of Court. To date, the type of charges that have been referred from law enforcement officers are as follows:

- Possession of Cannabis: 62
- Petit Theft: 95
- Possession of Alcohol Under 21 Years of Age: 105

As stated above, referrals to the pre-arrest ACC program are made at the discretion of the responding law enforcement officer, so incidents involving multiple offenses or other aggravating circumstances may result in an arrest rather than a referral to the ACC program. However, as discussed in the following subsection, the State Attorney's Office also administers a separate post-arrest Misdemeanor Diversion Program to provide additional diversion opportunities for eligible offenders to avoid prosecution.

In developing this analysis, staff also reached out to the Florida State University, Florida A&M University, and Tallahassee Community College Chiefs of Police to discuss their procedures for addressing misdemeanor offenses including marijuana possession. The ACC program is an option that is available to each agency's law enforcement officers. However, each institution also has internal policies and procedures that provide similar diversion opportunities for misdemeanor offenses. Tallahassee Community College's disciplinary process generally refers students who commit minor offenses to its internal Student Conduct and Community Standards Office whenever possible rather than charging students with criminal offenses. Similarly, the FAMU Police Department generally refers students in violation of the [Student Code of Conduct](#) to the University Conduct Officer. Additionally, FAMU may refer offenders to substance abuse treatment services where appropriate. The Florida State University Police Department in most instances issues a "notice to appear" for misdemeanor offenses rather than making an arrest. A notice to appear is a written order issued by a law enforcement officer in lieu of a physical arrest. It requires the offender to report for a court appearance and the criminal process then proceeds in the same manner as an arrest. This process still provides the opportunity for eligible offenders to participate in the State Attorney's Misdemeanor Diversion Program, described below. With respect to students' eligibility for financial aid, a notice to appear does not automatically disqualify a student for financial aid programs. Convictions for drug-related offenses may result in the suspension of financial aid;

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however, students may regain eligibility by successfully completing a drug rehabilitation program approved by the U.S. Department of Education. Additionally, each institution's disciplinary process may involve intervention and treatment for drug-related offenses in cases where it is deemed appropriate by their respective Student Code of Conduct enforcement offices.

State Attorney's Misdemeanor Diversion Program:

In addition to the ACC program, the State Attorney's Office also administers a post-arrest Misdemeanor Diversion Program. This program provides the State Attorney with an alternative to prosecution in handling certain misdemeanor cases for first-time offenders. Like the ACC program, the State Attorney has the discretion to allow some second-time offenders to participate. Eligible offenses include the following:

- Possession of Marijuana Less than 20 Grams
- Disorderly Conduct
- Disorderly Intoxication
- Petit Theft
- Possession of Alcohol by Minor
- Open Container Violation
- Loitering/Prowling
- Unlawful Use or Display of Driver's License
- Use/Possession of Drug Paraphernalia
- Open House Party
- Resisting Arrest without Violence
- Trespassing
- Driving While License Suspended or Revoked
- No Valid Driver's License

Under this program, all misdemeanor cases are reviewed and screened to determine if the offender meets the basic eligibility requirement of being a first-time offender who resides in the 2<sup>nd</sup> Judicial Circuit. Those deemed eligible are sent a letter explaining the process for participation. The State Attorney's Diversion Program Coordinator also reviews each arraignment docket to identify potentially eligible participants. Eligible participants who choose to participate and forego the trial process must sign a contract agreeing to complete a minimum of one day in the Leon County Work Program, pay the same \$100 program fee as the Adult Civil Citation requires, and complete the education component of the program. All conditions must be completed within 90 days. Based upon the participant's request and valid documentation of need, the 90-day term may be extended at the discretion of the State Attorney's Misdemeanor Diversion Program Coordinator. Upon successful completion of the requirement, the offender's charge is dismissed. The State Attorney's Office provides participants with information regarding the steps necessary to get the participant's arrest record sealed and expunged upon completion of the program. When a criminal record is sealed, it is placed under highly restricted access, and an expunged record is removed from record systems or files and destroyed. This process entails applying for eligibility and then filing a petition and affidavit to seal and expunge a criminal record.

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In Leon County, there were 732 arrests or notices to appear issued for misdemeanor marijuana possession in 2018. Post-arrest diversion was initiated for 447, or 61%, of these cases. According to the State Attorney's Office, approximately 20% of all misdemeanor arrests in the 2<sup>nd</sup> Circuit are referred to the post-arrest Misdemeanor Diversion Program. In 2018, a total of 2,337 offenders were referred to and successfully completed the program.

#### Overview of Cannabis – Marijuana, Hemp, and Hemp-derived Products:

Cannabis is a genus of flowering plants which may be cultivated for a variety of uses. Cannabis plants produce a variety of chemical compounds called cannabinoids. The two cannabinoids usually produced in greatest abundance are cannabidiol (CBD) and/or tetrahydrocannabinol (THC), but only THC causes the "high" commonly associated with consuming marijuana. Non-drug plants produce relatively low levels of THC and high levels of CBD, while drug plants produce high levels of THC and low levels of CBD.

Hemp is a strain of cannabis that is grown specifically for the industrial uses of its derived products. Hemp can be refined into a variety of commercial items, including paper, textiles, clothing, biodegradable plastics, paint, insulation, biofuel, food, animal feed. In the U.S., hemp is classified by the federal government as cannabis containing no more than 0.3% THC by dry weight. This classification was established in the 2018 Farm Bill (the Agriculture Improvement Act of 2018, P.L. 115-334), which broadly authorized the cultivation of hemp and allowed the transfer of hemp-derived products across state lines for commercial or other purposes. Prior to this legislation, federal law did not differentiate hemp from other cannabis plants, all of which were effectively made illegal in 1937 under the Marijuana Tax Act and formally made illegal in 1970 under the Controlled Substances Act, as discussed in further detail later in this item.

The 2018 Farm Bill also established shared state-federal regulatory power over hemp cultivation and production. Under the bill, state departments of agriculture must consult with the state's governor and chief law enforcement officer to devise a plan that must be submitted to the Secretary of the U.S. Department of Agriculture (USDA). A state's plan to license and regulate hemp can only commence once the Secretary of USDA approves that state's plan. In states opting not to devise a hemp regulatory program, USDA will construct a regulatory program under which hemp cultivators in those states must apply for licenses and comply with a federally-run program. During the 2019 Florida Legislative Session, the Legislature passed SB 1020 creating a statewide industrial hemp program to administer and oversee the cultivation, handling, processing, and sale of hemp. This follows legislation from 2017 that authorized industrial hemp pilot projects at Florida A&M University and the University of Florida.

The 2018 Farm Bill also removed hemp-derived products from their Schedule I status under the Controlled Substances Act under certain circumstances, which has led to the recent proliferation of hemp-derived products such as CBD in commercial markets. CBD generally remains a Schedule I substance under federal law; however, the Farm Bill creates exceptions to the Schedule I status in certain situations. The Farm Bill provides that any cannabinoid that is derived from hemp will be legal, as long as that hemp is produced in a manner consistent with the Farm Bill and associated federal and state regulations and is cultivated by a licensed grower. All other cannabinoids, produced in any other setting, remain a Schedule I substance under federal law.

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In addition to the industrial uses listed above, cannabidiol (CBD) oil can also be extracted from hemp plants, which has recently grown in popularity for treating a variety of health issues. There has been little clinical research conducted into the use of CBD for therapeutic purposes, but the strongest scientific evidence for its effectiveness to date is the treatment of severe childhood epilepsy syndromes, such as Dravet syndrome and Lennox-Gastaut syndrome, which typically do not respond to anti-seizure medications. To date, the U.S. Food and Drug Administration (FDA) has approved one CBD-based product, Epidiolex, which is used to treat Dravet syndrome and Lennox-Gastaut syndrome.

Although most CBD products claim to have under 0.3% THC, which is classified as hemp, these products remain unregulated by the FDA, making the actual THC content unreliable. Since CBD oil products have become popular on the market recently, this presents challenges related to drug testing in the workplace. According to the U.S. Drug Enforcement Administration, all extracts that contain CBD will also contain at least small amounts of other cannabinoids, such as THC. Drug tests do not determine the type of product a person has taken or ingested, only whether a substance is present in a person's system. In order for CBD to test positive on a drug test, an individual would have to be using unusually large amounts of the product. However, doses are not standardized across brands and some recommend higher doses than others. In addition, hemp-derived CBD oils are not FDA-regulated and the advertised THC levels of these products can be unreliable. As a result, it is possible that consuming high quantities of CBD oil may trigger a positive drug test result. Leon County Human Resources and the County Attorney's Office are currently reviewing the County's existing policies to determine if any revisions are recommended to address the use of CBD products as well as the state-authorized use of medical marijuana by County employees. If revisions are recommended, they will be brought back to the Board for consideration later this year.

#### Medical Marijuana in Florida:

In 2014, the Florida Legislature passed SB 1030, the Compassionate Medical Cannabis Act, which authorized patients suffering from cancer, seizure disorders, or severe and persistent muscle spasms to possess and use cannabis products rich in cannabidiol (CBD) and low in tetrahydrocannabinol (THC). SB 1030 created state licensing of dispensing organizations to produce medicine with at least 10% CBD and no more than 0.8% THC. In 2016 the state granted licenses for six dispensing organizations and the Legislature passed HB 307, which expanded the program to terminally ill patients and allowed dispensing organizations to produce products outside the THC cap.

In November 2016, voters approved Amendment 2, which broadly legalized medical marijuana in Florida. Amendment 2 created new exemptions from state-level criminal and civil liability for the medical use of marijuana by qualifying patients, among other provisions. The initiative authorized the use of marijuana with a physician's recommendation for treatment of cancer, epilepsy, glaucoma, HIV, AIDS, post-traumatic stress disorder, amyotrophic lateral sclerosis (ALS), Crohn's disease, Parkinson's disease, multiple sclerosis, chronic nonmalignant pain caused by a qualifying medical condition or that originates from a qualified medical condition, or other comparable debilitating medical conditions. Under Amendment 2 and the subsequent implementing legislation, a patient can access medical marijuana if a physician determines that the

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benefits of the drug would likely outweigh the potential health risks. Initially, regulations adopted by the Florida Department of Health, smoking the medication was not allowed; instead, the product could be consumed as edibles or by vaping, oils, sprays, or pills. However, on May 25, 2018, Leon County Circuit Court Judge Karen Gievers ruled that the ban on smoking was unconstitutional. That ruling was appealed by the administration of Governor Rick Scott, but the administration of Governor Ron DeSantis dropped the appeal and asked for the legislature to lift the restriction. The Legislature passed SB 182 during the 2019 legislative session, which removed the prohibition on smoking medical marijuana.

To become eligible to receive and use medical marijuana in Florida, a patient must first be diagnosed with a qualifying medical condition by a physician who is also qualified by the state to make medical marijuana recommendation. Importantly, physicians make "recommendations" for medical marijuana, rather than write prescriptions, because no prescriptions may be written for Schedule I substances under federal law. Patients are entered into the statewide Medical Marijuana Use Registry with their assigned Patient ID number and physician recommendation, and the patient then applies for a Registry Identification Card. Once a patient receives this card, he/she may then fill their order at a state-licensed Medical Marijuana Treatment Center. In total, this process takes approximately two weeks and costs \$200-\$300 including the cost of the physician consultation and registration with the state, but not including the cost of the medication and supplies. The maximum quantity of medical marijuana each patient can order at a time is a 70-day supply, and a physician may authorize a maximum of two additional 70-day supply refills. The Florida Department of Health requires patients to be certified for the use of medical marijuana every 210 days which requires a follow-up visit and new recommendation from a physician, and Medical Marijuana Use Registry identification cards must be renewed annually. The annual costs of patient recertification and registry renewal total approximately \$200-\$300. As of August 2019, the Florida Department of Health's Office of Medical Marijuana Use reported a total of approximately 337,000 patients within the system, 250,000 of whom were "active" patients with a current registration.

#### Federal and State Laws Regarding Marijuana:

In the United States, the possession and use of controlled substances including marijuana are regulated under the Controlled Substances Act (CSA). The CSA places all controlled substances regulated under federal law into one of five "schedules" based upon the substance's medical use, potential for abuse, and safety or dependence liability. Schedule I is for substances that the U.S. Food and Drug Administration and the Drug Enforcement Administration have determined to have a high potential for abuse, no currently accepted medical use, and a lack of safety for use under medical supervision. Marijuana is currently classified as a Schedule I drug in the CSA. Any use, even simple possession, of any amount of a Schedule I substance is illegal and punishable under federal law.

In recent years, several states have passed laws authorizing the use of marijuana for medical and/or recreational use. As of 2019, 33 U.S. states, the District of Columbia, Puerto Rico, and Guam legally allow marijuana for personal medical use, and 11 states and the District of Columbia have legalized the recreational use of marijuana for adults. Regardless of state laws, however, Article VI of the United States Constitution provides that federal law pre-empts state law, even when those

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laws conflict. Accordingly, any possession or use of marijuana, even if legal under state law, remains illegal under federal law and is punishable under the CSA.

To resolve the conflict between federal law and states that have authorized the medical and/or recreational use of marijuana, the U.S. Department of Justice issued a memorandum in 2013 (the "Cole Memorandum") to all United States Attorneys directing that given its limited resources, the Justice Department would not enforce federal marijuana prohibition in states that "legalized marijuana in some form and ... implemented strong and effective regulatory and enforcement systems to control the cultivation, distribution, sale, and possession of marijuana," except where a lack of federal enforcement would undermine federal priorities such as preventing violence in marijuana cultivation and distribution, preventing cannabis-impaired driving, and preventing marijuana revenues from going to gangs and cartels. However, the Cole Memorandum was rescinded by the U.S. Attorney General in January 2018, effectively allowing all U.S. Attorneys to decide individually how to prioritize resources to prosecute marijuana possession, distribution, and cultivation in states where it has been legalized.

In Florida, marijuana use and possession also remain illegal under state law, except as authorized for personal medical use under Article X, Section 29 of the Florida Constitution (established by Amendment 2 in 2016) and subsequent implementing legislation, as discussed above. In 1973, the Florida Legislature passed the Florida Comprehensive Drug Abuse Prevention and Control Act, which establishes five schedules for controlled substances similar to the federal Controlled Substances Act. Marijuana (cannabis) is included in Schedule I under state law. As such, possession of 20 grams or less of marijuana is a misdemeanor offense under state law punishable by up to one year in jail and a maximum fine of \$1,000. Possession or sale of more than 20 grams is a felony offense, with escalating penalties according to the quantity possessed or sold.

In July 2019, State Attorney Jack Campbell issued a memorandum (Attachment #3) to law enforcement partners in the 2<sup>nd</sup> Judicial Circuit indicating that his office has suspended prosecuting marijuana possession cases. This decision was based on the recent federal and state legislation (discussed earlier in this item) which have made certain hemp-derived products legal, as well as the present lack of laboratories authorized and qualified to differentiate between lawful hemp products and illegal marijuana. As discussed above, hemp is derived from the same plant as cannabis and the statutory distinction between illegal cannabis and lawful hemp is the concentration of tetrahydrocannabinol (THC), which is the psychoactive component of marijuana. Under these new laws, hemp can contain up to 0.3% of THC. Currently, the State Attorney's Office utilizes the Florida Department of Law Enforcement's laboratory, which does not yet have the technology to test the amount of THC in cannabis, only whether it is present, and therefore cannot differentiate between hemp and marijuana. The State Attorney indicated that he intends to continue to enforce current laws as written but will not prosecute marijuana possession cases without either a confession from the offender as to the nature of the substance or lab testing that meets required evidentiary standards. At this time, three other State Attorneys in Florida have similarly suspended prosecution of such cases.



Efforts to Decriminalize Misdemeanor Marijuana Possession at the Local Level in Florida:

Since 2015, several counties and cities in Florida have adopted local ordinances and/or resolutions to decriminalize misdemeanor marijuana possession. Generally, the term “decriminalization” describes a public policy that replaces criminal sanctions for minor marijuana-related offenses with the imposition of civil fines. Many local governments throughout the country have adopted similar local laws, citing the cost to taxpayers associated with the prosecution of misdemeanor marijuana possession cases including law enforcement, courts, and incarceration. At this time, at least 14 local governments in Florida have adopted local laws providing civil penalties for certain misdemeanor marijuana possession offenses. Some local governments, such as Alachua County, impose a civil fine of \$100 for the first offense which increases for subsequent offenses, up to a maximum of two or three offenses. Some, but not all, of these ordinances also allow for the offender to perform community service in lieu of the fine. Broward County also requires an offender to participate in drug screening as well as a treatment and education program if warranted, in order to receive a civil citation for a third offense (the first and second offenses are penalized by a civil fine or community service). Conversely, some other local governments impose a \$100 fine for each offense, with no limitation on the number of times an offender may receive a civil penalty.

Although some local governments in Florida have adopted ordinances providing for civil penalties, it should be noted that misdemeanor marijuana possession remains a criminal offense under both federal and state law in Florida. As such, any ordinance adopted by a local government to decriminalize misdemeanor marijuana possession is null and void. In jurisdictions that have adopted such ordinances, misdemeanor marijuana possession may still be charged and prosecuted as a crime by the State Attorney or U.S. Attorney with jurisdiction. As part of this analysis, staff reached out to other State Attorneys' offices in areas of the state where local governments have adopted decriminalization ordinances to determine how these cases are currently being processed. As of the publication of this agenda item, staff has received responses from State Attorneys' offices in the 8<sup>th</sup> Judicial Circuit (Alachua County and others), 11<sup>th</sup> Circuit (Miami-Dade), and 17<sup>th</sup> Circuit (Broward). In the 11<sup>th</sup> and 17<sup>th</sup> Circuits, the State Attorneys' offices are allowing local law enforcement agencies to issue civil citations for misdemeanor marijuana possession in accordance with adopted local ordinances. Notwithstanding this, both offices emphasized that the decision to allow this practice in lieu of criminal charges under the applicable state and federal laws is the prerogative of the State Attorney. In the 8<sup>th</sup> Circuit, Alachua County's ordinance applies only within the unincorporated area and none of its municipalities have adopted similar civil penalties. As a result, the Sheriff has not elected to utilize the option to issue civil penalties in Alachua County. The State Attorney's office in the 8<sup>th</sup> Circuit is currently referring eligible offenders to its pre-trial diversion program.

In effect, the ordinances described above that some Florida cities and counties have adopted create a new form of diversion from the criminal justice system by providing an alternative to arrest for minor marijuana possession offenses. The existing diversion programs available in Leon County and throughout the 2<sup>nd</sup> Judicial Circuit currently provide essentially the same ability for offenders to avoid criminal prosecution for misdemeanor marijuana offenses, but the decriminalization ordinances described above involve fewer requirements for the offender. For example, where Leon County's Adult Civil Citation Program involves a \$100 fine, mandatory community service, and

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drug screening and treatment if warranted, most decriminalization ordinances in Florida require a \$100 fine for the first offense and no other requirements for a first-time offense, which may be waived if the offender performs a certain number of community service hours instead. Only Broward County requires drug screening and treatment, and this requirement is only imposed for a third offense.

For the reasons described above, the State Attorney has indicated that he would be opposed to a similar ordinance in Leon County. The State Attorney has expressed the opinion that given the existing federal and state prohibitions on marijuana possession, a local ordinance to decriminalize would not be valid. Additionally, the two criminal justice diversion programs currently available in the 2<sup>nd</sup> Judicial Circuit currently provide ample opportunity for eligible offenders to avoid prosecution for misdemeanor marijuana offenses, while also providing a mechanism to ensure drug treatment and education for offenders where appropriate. Finally, the County has no operational authority over local law enforcement agencies, and as such, cannot compel these agencies' participation in such a program.

Conclusion:

As described above, the State Attorney for the 2<sup>nd</sup> Judicial Circuit administers both a pre-arrest Adult Civil Citation Program and a post-arrest Misdemeanor Diversion Program throughout the circuit, including all of Leon County. Both programs may, at the State Attorney's discretion and based on factors including the offender's prior criminal history, currently allow for cases involving misdemeanor marijuana possession to be diverted. These programs provide diversion opportunities both at the initial point of contact with a law enforcement officer as well as immediately following arrest and prior to arraignment, allowing eligible offenders to avoid criminal conviction for misdemeanor offenses upon successful completion of the program.

The MOU governing the current ACC program has been executed by 20 law enforcement agencies throughout the 2<sup>nd</sup> Judicial Circuit, including the Leon County Sheriff's Office and the Tallahassee Police Department. However, only LCSO, TPD, and the Florida Highway Patrol have referred offenders to the pre-arrest Adult Civil Citation program to date. It is important to note that Leon County Government is not a formal party to this process, and as such, can neither mandate that individual law enforcement agencies participate in the program nor the extent to which they utilize it.

With regard to exploring a local ordinance to decriminalize misdemeanor marijuana possession, the Board may wish to consider a draft ordinance that provides for civil penalties instead of criminal charges. However, because marijuana possession remains illegal under both federal and state law a local ordinance to that effect would not preclude an offender from being charged and prosecuted with a criminal offense. In order to effectuate a true decriminalization of misdemeanor marijuana possession, federal and state legislation would be needed to de-schedule marijuana from their respective lists of regulated controlled substances and eliminate the associated criminal penalties.

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**Options:**

1. Accept the status report and take no further action.
2. Accept the status report and direct staff to prepare an Ordinance for the Board's consideration to provide civil penalties for misdemeanor marijuana possession offenses.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. April 24, 2017 Letter from State Attorney Jack Campbell Regarding the Adult Civil Citation Program
2. Memorandum of Understanding for the 2<sup>nd</sup> Judicial Circuit Adult Civil Citation/Pre-Arrest Diversion Program
3. State Attorney Memorandum Suspending Prosecution of Marijuana Possession Cases – July 2019

**JACK CAMPBELL**  
STATE ATTORNEY



OFFICE OF  
**STATE ATTORNEY**  
SECOND JUDICIAL CIRCUIT OF FLORIDA

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TELEPHONE (850) 806-6000

April 24, 2017

RECEIVED

APR 25 2017

Office of Court Administration

Sheriff Walt McNeil  
Leon County Sheriff's Office  
2825 Municipal Way  
Tallahassee, Florida 32304

Chief Michael DeLeo  
Tallahassee Police Department  
234 E. 7<sup>th</sup> Ave.  
Tallahassee, Florida 32303

Tom Olk  
Disc Village, Inc.  
3333 West Pensacola Street #300  
Tallahassee, Florida 32304

Grant Slayton  
Court Administration  
301 S. Monroe Street  
Tallahassee, Florida 32301

Dear Community Partners,

I am writing concerning the Leon County Pre-Arrest Adult Civil Citation and Diversion Program (hereinafter "the Program"). As you know, I took office in January and am continuing to establish working relationships throughout the Second Judicial Circuit. As such, I have been familiarizing myself with many memoranda of understandings including those regarding the Program.

My understanding of the goal of the Program is to allow persons who have committed crimes to be punished while avoiding the long-term consequences of being criminally prosecuted. Namely, offenders who successfully complete the Program have the ability to deny that they have ever been arrested. I recognize that the stigma of arrest is a negative consequence that can last for years and frustrate future education and employment. It is because of these severe consequences that the State Attorney's Office employs an extensive post-arrest diversion program which allows offenders who complete the program to have their cases dismissed. Qualifying offenders can also pursue sealing and/or expunction of their records.

Where appropriate, I support alternative resolutions in criminal cases. One of my favorite aspects of practicing law is the limitless options we can construct to respond to criminal behavior. I have adopted a mission statement that specifically encourages our prosecutors to work toward justice for both offenders and victims with the aim of lessening recidivism. I think that pre and post-arrest diversion and civil citation programs are good tools and have a place in our arsenal. However, I am also equally concerned with equality under the law as justice is lost if it is not consistently enforced.

Generally, the State Attorney's Office is not consulted in any manner when the Adult Civil Citation Program is used. The offender is directed to DISC Village and the State Attorney's Office is none the wiser until and unless the offender breaches the contract. Law enforcement then seeks an arrest warrant and the case is referred to this office for prosecution of the original crime. This has happened 14 times since January, 2017. Unfortunately, the way the Program is being implemented has created ethical concerns for me.

The September 10, 2012 memorandum creating the Program lists Tom Olk, CEO of DISC Village, and Court Administrator Grant Slayton as signatories. While the memorandum lists the City of Tallahassee, Leon County Sheriff Office, Disc Village Inc, and Office of the State Attorney as community partners, the agreement does not specifically define what is expected of these entities. This is of great concern to me as I want to be a good partner to the community and to each of you. But the State Attorney's Office cannot be used to resolve civil disputes. The Florida Bar specifically prohibits the use or threat of criminal sanctions to resolve civil disputes by any attorney. This is further problematic in my role as State Attorney as prosecutors are guided by heightened ethical constraints to ensure that both the State and the defendant are treated appropriately and equally. While I have great faith in each of you, I cannot overlook some issues that arise from the way the Program is currently being implemented.

First, there is an economic concern. The Program costs more than both traditional court fees and the post-arrest diversion program. Eleven of the fourteen cases referred to this office this year were for petit theft. Many of these cases involved an offender stealing food. I have no way to know whether the offender's noncompliance with the Program was the result of poverty; but the evidence suggests that inability to pay may be a factor in the decision as to which offenders benefit from the Program and which offenders are referred to the State Attorney's Office for criminal prosecution.

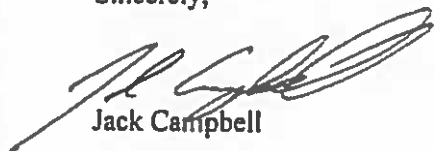
Second, there is an absence of due process in the Program. For example, there is no vehicle for offenders who have failed out to appeal their discharge from the Program. As State Attorney, I am required to ensure due process under the law for each offender. Furthermore, the initial contract which offenders sign upon entry into the Program is legally untenable as it requires them to waive their constitutional rights, confess, and agree to future actions and payments under pain of future arrest. All of this is done on scene where the offender's sobriety and mental status are unknown, they have not been afforded the opportunity to confer with counsel, and they are told that if they don't agree they will be immediately arrested. None of this could ever pass constitutional muster.

Third, the Program creates inequalities due to impermissible factors. We recently had a felony arrest where the officer specifically indicated that he would have given the offender a civil citation had he not lived outside Leon County. This is particularly troubling to me as I represent five surrounding counties. Where someone lives should not be a deciding factor as to whether or not they are criminally prosecuted. However, there is an even more dramatic inequality due to wide variances in implementation by law enforcement. Some agencies are requiring their officers to use civil citation whenever possible, while others are prohibiting their officers from using the program altogether. While individual discretion should always be left to the officers on scene, these blanket variances result in arbitrary application.

Finally, the implementation of the Program misrepresents the criminal justice situation in Leon County. I am currently working to better track and quantify crimes, arrests, dispositions, and recidivism. This will allow our community to better analyze areas of concerns and successful interventions and strategies. However, these numbers are irreparably skewed by an alternative prosecution system operating outside my knowledge or control. As the State Attorney, I am ultimately responsible to our community for whether prosecutions are being handled consistently and appropriately. Under the current procedures, these statistics will only reflect the "failures" of the Program, and there will be no record of the "successfully" diverted offenses. Significant resources are spent on the Program and the only way to demonstrate its success or failure is to count and compare the successes of the Program to those cases handled traditionally. Furthermore, the entry into the Program must be consistently applied to render valid results. Some statistics have labeled us as both a violent and racially segregated community. If this is true, I want to see the numbers and be able to address the problem. If it is not, I want to be able rebuke these labels with accurate data. I know we all need to have accurate information to be effective in our interventions and resolutions of cases.

In conclusion, for the reasons stated above I am temporarily suspending prosecutions of offenders who fail to successfully complete the Program. I am not taking any such action with the juvenile system at this time. My understanding is that there is legislation pending concerning Adult Civil Citation and this will obviously influence these issues in the near future. My suggestion is that we wait for the Legislature to act, and then convene to discuss how we can work together to implement this useful tool in a way that is fair and equitable. Please feel free to contact me if I can be of further assistance or if you have any questions.

Sincerely,



Jack Campbell

CC:

Ricardo Fernandez City Manager, City Hall, 300 S. Adams Street, Tallahassee, Florida 32301  
Vince Long County Manager, County Administration, 301 S. Monroe Street, Tallahassee, FL 32301  
Bryan Desloge, County Commission, 301 S. Monroe Street, Tallahassee, Florida 32301  
Gil Ziffer, City Commission, 300 S. Adams Street, Tallahassee, Florida 32301

**JACK CAMPBELL**  
STATE ATTORNEY



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## **Memorandum of Understanding**

### **Intent:**

In order to better address minor offenses through making strong interventions without unintended lasting collateral consequences, the Office of the State Attorney for the Second Judicial Circuit is establishing the following diversion program. This process is in partnership with all local governments, law enforcement agencies, and human service providers. The intent of this program to give prosecutors and law enforcement additional options when interdicting criminal behavior, but in no way does this program supplant or otherwise limit the traditional criminal justice options held by all sworn law enforcement, the State Attorney, or the Courts.

### **Eligibility:**

Diversion is reserved for criminal behavior that would otherwise be characterized as misdemeanors or violations of municipal ordinance. Prior participants may be eligible, or may be denied, at the discretion of the Office of the State Attorney. Actions constituting felonies are not eligible. Pre-arrest diversion is not eligible for those with prior criminal history. Crimes involving victims are only eligible if the victim's rights are insured consistent with those in traditional court proceedings.

**The following are NOT generally eligible for the program:**

**Battery or other Violence**

**Violation of Injunction**

**Loitering and Prowling**

**Stalking**

**DUI**

**Animal Cruelty**

### **Partners:**

The signees are specific partners in this effort and agree and adopt its implementation as a program. However, cases made by non-partner organizations are eligible.



**Procedures:**

Law enforcement will perform their traditional duties of discovering, investigating, and dissuading criminal behavior. If a law enforcement officer determines a person has committed a crime, he or she can take any traditional lawful action he feels appropriate. This includes making an on view arrest, issuing a notice to appear, preparing a probable cause affidavit for potential judicial review, or creating a regular police report.

Under the diversion program, the law enforcement officer can additionally indicate in their probable cause affidavit or sworn report that they feel the offender should be granted diversion rather than criminal arrest. If the LEO does this, he or she will tell the offender of the intent and provide the offender with an information sheet referring them to the Office of the State Attorney in that county. The offender is then told to appear at the office within four weeks. The law enforcement officer then will forward the probable cause or sworn report and recommendation to the local Office of the State Attorney.

The Office of the State Attorney will review all cases forwarded by law enforcement. This will include those where the officer did not effect an arrest. In all cases, the assigned prosecutor will decide whether diversion is an appropriate intervention based on the facts of the case, criminal history of the offender, and any other information that the prosecutor is able to ascertain. If the prosecutor determines that diversion is not appropriate, he or she will file an information for the charge supported by the probable cause or sworn report and request a court date at which the defendant will be required to appear with a notice to be sent out by the Clerk.

If the prosecutor determines that diversion is appropriate, he or she will refer the case to the diversion coordinator. The Office of the State Attorney will mail notice of eligibility to all qualified offenders and attempt to notify any offenders at arraignment. Offenders who were not arrested will be notified upon their arrival at the Office of the State Attorney.

The Office of the State Attorney will staff the administration of the program. In addition to notice of eligibility, each offender will be provided written notice of the requirements of the diversion program. This will include all financial requirements, counseling and treatment requirements and costs, and any additional sanctions possible. They will also be notified of their legal rights that are subject to waiver including those of speedy trial. They will be afforded an opportunity to retain counsel and be given notice of their consequences for failure to successfully complete the program. They will also be given the option to have the case transferred for a traditional prosecution by the Office of the State Attorney. Upon successful completion of the program, the Office of the State Attorney will file a no information if an arrest or notice to appear was filed. They will also notify the referring or arresting agency of the resolution of the case whether an arrest was made or not.



## **Program Requirements:**

In all cases:

1. No additional criminal activity during the pendency of the diversion. This will last a minimum of 3 months and a maximum of 12.
2. Pay cost of prosecution of \$100 to the Office of the State Attorney within 3 months from date of entry into program.
3. Community Service hours.

The Office of the State Attorney will make such conditions a part of the diversion when the prosecutor feels they are appropriate based on the crimes, criminal history, or other information available at the time of review.

1. Pay any restitution at time of entry.
2. Evaluation and follow recommendation of treatment provider. (Anger Management, Mental Health, Substance Abuse Evaluation, Theft Class, Hunter Safety Course) Cost to be borne by offender and payable to vendor.
3. Get a valid driver's license.

All monies paid to the Office of the State Attorney are in the form of money orders. The monies are non-refundable.

Treatment providers can be through any qualified provider. A non-exclusive list of providers and their costs will be provided prior to the offender entry into the program. The offender must provide proof of evaluation and treatment plan to the Office of the State Attorney in the form of a letter on official letterhead capable of independent review.

Community Service Hours can be completed through any charitable organization that is eligible for tax free status pursuant to the IRS. The offender is required to provide proof through documentation on official letterhead capable of independent review.

Driver's License. The offender is required to show their valid driver's license to the Office of the State Attorney or otherwise provide documentation on their inability to gain such a license despite their efforts.

### Scholarship:

1. If possible, monies will be secured from local governments to cover the costs associated with this program for those who are indigent. If such funding is available, the offender will request such a scholarship and provide proof of eligibility for the Office of the Public Defender. If funds are available, they will cover the costs of both the Office of the State Attorney and private vender fees. In exchange for such a scholarship, the offender will additionally be required to complete one day on the County Work Camp to repay the debt and provide proof of successful completion to Office of the State Attorney.

### Sealing and Expungement:

Upon successful completion of the program, forms will be provided to the offender to allow them to proceed with sealing or expungment.

### Memorandum of Understanding:

Through entry into this memorandum of understanding we agree that our agencies will support and utilize the Diversion Program at the discretion of each partner. This does not bind any partner to take any particular action in any case. Nor does is require that the agency or its employees ever make a pre arrest diversion recommendation. It is merely an acknowledgement of the program as a pre-arrest and post-arrest diversionary option for the State Attorney and all law enforcement partners in the Second Judicial Circuit.



Jack Campbell  
State Attorney of Second Judicial Circuit




Walt McNeil  
Sheriff of Leon County



Morris Young  
Sheriff of Gadsden County



Eddie Joe White  
Sheriff of Liberty County



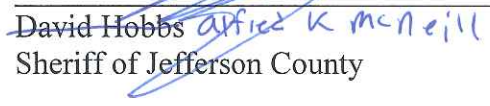
Jared Miller  
Sheriff of Wakulla County



A.J. Smith  
Sheriff of Franklin County



David Hobbs  
Sheriff of Jefferson County





Kelly M. Hildreth  
Acting Troop Commander, FHP

  
Michael Deleo  
Chief of Tallahassee Police Department

  
David Perry  
Chief of Florida State University Police Dept.

  
Tracy Smith  
Chief of Havana Police Department


  
Glenn Sapp  
Chief of Quincy Police Department

  
Greg Gibson  
Chief of TCC Police Department

  
Curtis Brown  
Director of FWC Commission


  
Bobby Varnes  
Chief of Apalachicola Police Department

  
Fred Mosley  
Chief of Monticello Police Dept.

  
Terence Calloway  
Chief of FAMU Police Dept.

  
Deric Mordica  
Chief of Midway Police Department

  
Brian Alexander  
Chief of Gretna Police Department

  
Richard Swearingen  
Commissioner of FDLE

  
Vann Pullen  
Chief of Chattahoochee Police Department

  
Gary Hunnings  
Carrabelle Police Department



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July 30, 2019

Dear Law Enforcement Partners,

I have just returned from our annual Florida Prosecuting Attorney's Summer Conference where our board discussed many significant issues. One of the most pressing is that of Florida's new hemp law and how it impacts other prosecutions. This letter does NOT address medical marijuana. I agree that the issues often interrelate, but for the sake of clarity I only address the hemp issue here.

Both Congress and the Florida Legislature have now passed laws making hemp, CBD, and other derivatives with .3 percent or less of THC, lawful. The specific definition is: "Hemp" means the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof, and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers thereof, whether growing or not, that has a total delta-9 tetrahydrocannabinol concentration that does not exceed 0.3 percent on a dry-weight basis." Florida Statute §581.217 (2019).

Previously, I was present at a meeting and demonstration at the Florida Department of Agriculture on July 8, 2019 where a vendor, a Navy Seal, showed a possible presumptive test that would be able to differentiate these items. They stated they were working with AVO labs and the Broward State Attorney's Office to validate the test. I mentioned that the tests were of no use unless they were validated and that we would need expert testimony to be able to establish their scientific reliability in court.

At the conference, I met with the Broward State Attorney's team and am sorry to report that that they were hoping that AVO was going to be able to both validate and provide the expert testimony necessary. However, they have withdrawn after it was discovered they did not have a DEA license allowing them to even possess marijuana, let alone test it. Hence, I would not recommend you invest in those tests. The current status is that we are hoping to get a presumptive test that will work in Florida, but we don't have it yet. We recommend keeping your current presumptive tests though as they will likely be needed even when the new additional presumptive test is retained.

In addition to presumptive or roadside tests, we also will need full testing for trial. The Attorney General's Chief of Staff and General Counsel have explained the FDLE is currently looking at two possible courses to allow quantification testing of samples. Previously, we would need only qualitative testing as all forms of the cannabis plants were illegal. Now, cannabis and its extracts or derivatives are legal if it has THC concentrations below .3%.

The current posture is that no public or private lab in Florida can do this dispositive testing. The Florida Department of Agriculture is unable to do so, and while there are some private labs that may want to get this business, they are not online as of now. The traditional testimony of officer's training and experience is of no use. These legal products will test positive for THC with the current presumptive test kits in use. The drug sniffing K9s that have been trained on marijuana will likely alert to these products, as they are trained to detect any amount of THC. Hemp products look and smell exactly like marijuana products.

Some municipal labs in larger jurisdictions are also trying to invest in technology that will either allow full or partial quantification. If FDLE does so, or your agency is willing to have the samples privately tested, we will consider filing these cases. I would suggest that if you are contemplating using a non-governmental lab to do your testing, please consult with us. The cost of testing may be far less than what it will cost for us to secure the expert testimony necessary to comply with Florida evidence rules. Furthermore, the lab you are using may not be capable of meeting the Daubert predicate, and if so, the evidence will be excluded. Daubert v. Merrell Dow Pharm., Inc., 509 U.S. 579, 585, 113 S. Ct. 2786, 2792, 125 L. Ed. 2d 469 (1993).

My current hope is that the Florida Legislature, Florida Department of Agriculture, and the Florida Department of Law Enforcement will work to resolve this problem. It is clear that cannabis is still illegal, and I intend to enforce the laws as written. While this has created a practical frustration, it does not appear to be insurmountable.

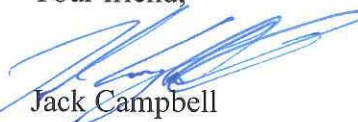
Of greater concerns, are the associated issues we will face due to this status. Much of the search and seizure law hinges on either the officer's or K-9's ability to smell. This seems to now be in significant doubt. I would suggest that your officers and deputies no longer rely purely on their identification of believed cannabis. While it used to allow further detentions and seizures, case law from other jurisdictions suggest it will not be sufficient in the coming months and years.

Finally, perhaps the most egregious oversight is that of juvenile law. At present, there is no additional restriction on children possessing CBD or Hemp. It is my understanding that some shops are now making pre-rolled hemp cigarettes and are selling hemp gummies. The irony that children cannot lawfully possess tobacco but can now have hemp candies and cigarettes is astounding. I again hope that the Florida Legislature will address this problem.

To conclude, this Office will no longer be charging people with possession of cannabis absent a confession to what the substance is or testing by a lab that can meet the evidentiary standards I have laid out. We will also not be approving search warrants or other legal process based on traditional predicates where officers, or their dogs and presumptive tests, feel a substance is cannabis. I know this is a significant change in the law and would caution you in making arrests when these issues are present.

I am confident we can work through these challenges together as we have in the past. We will be lobbying the legislature to fund presumptive testing and final analytical testing, and to regulate possession by minors. Please let me know if you have any questions or concerns.

Your friend,



Jack Campbell  
State Attorney  
2<sup>nd</sup> Judicial Circuit



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #24**

# Leon County Board of County Commissioners

## Agenda Item #24

October 15, 2019

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

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

**Title:** Full Board Appointments to the Canopy Roads Citizens Committee, Council on Culture and Arts, and the Tourist Development Council

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

### **Statement of Issue:**

This agenda item seeks the full Board's consideration of the appointment of citizens to the Canopy Roads Citizens Committee, Council on Culture and Arts and the Tourist Development Council.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Appoint two eligible applicants to the Canopy Roads Citizen Committee for three-year terms ending October 31, 2022. The eligible applicants are: Tiffany McCaskill, Ryan Wetherell, Charles Crooks, Matthew Harris and Mary Anne Koos. *[Should the Board choose to reappoint Ms. McCaskill it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #1) by a two-thirds affirmative vote.]*
- Option #2: Appoint one of the nominated eligible applicants to the Council on Culture and Arts for a four-year term ending September 30, 2023. The eligible applicants are: Amanda Hardeman Griffis, Haiqiong Deng and Paul Lewis Jr.
- Option #3: Appoint one eligible applicant to the Hotelier Seat and one eligible applicant to the Tourism Seat on the Tourist Development Council for four-year terms ending October 31, 2023.
- a) Hotelier Seat eligible applicants: Satish Patel and Mark Xenophon
  - b) Tourism Seat eligible applicants: Matt Thompson and Malinda Horton.

## Report and Discussion

### **Background:**

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

### **Analysis:**

#### **Canopy Roads Citizens Committee (CRCC)**

**Purpose:** The Committee makes recommendations to the County and City Commissions on matters related to Canopy Road preservation and assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, and enhance the Canopy roads.

**Composition:** The Committee has eight members; four appointed by the County and four appointed by the City. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a Canopy Road or who have demonstrated a willingness to serve for the enhancement of the community. In addition, the Board appoints a County Commissioner to serve as an ex officio, nonvoting member; currently, Commissioner Mary Ann Lindley is serving in that capacity.

**Vacancies:** The terms of Board appointed members, Tiffany McCaskill and Ryan Wetherell expire on October 31, 2019. Both Ms. McCaskill and Mr. Wetherell are seeking reappointment. The eligible applicants are listed in Table #1.

**Table #1: Canopy Roads Citizens Committee**

<b>Vacancy</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Tiffany McCaskill <i>seeking reappointment - has served a partial term</i>	10/31/2019	1. 2. 3. 4.	Tiffany McCaskill Charles Crooks Matthew Harris Mary Anne Koos	Appoint <b>one</b> citizen for a three-year term ending October 31, 2022.
Ryan Wetherell <i>seeking reappointment - has served 1 term</i>	10/31/2019	5. 2. 3. 4.	Ryan Wetherell Charles Crooks Matthew Harris Mary Anne Koos	Appoint <b>one</b> citizen for a three-year term ending October 31, 2022.

*\*Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #1). Should the Board choose to appoint Ms. McCaskill it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

*In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.*



### **Council on Culture & Arts (COCA)**

Purpose: The responsibility of COCA is to stimulate greater awareness and appreciation of the importance of the arts; encourage and facilitate greater and more efficient use of governmental and private resources for the development and support of the arts; promote the development of resident artists, art institutions, community organizations sponsoring art activities and audiences.

Composition: COCA is comprised of 17 members as follows: eight (8) citizens appointed by the Board, seven (7) citizens appointed by the City Commission, one (1) County Commissioner and one (1) City Commissioner. (Currently, Commissioner Dozier serves on COCA.) The County makes one appointment representing each of the following categories: Business/Economic Development, Heritage/History, Marketing/Finance, Practicing Artist, Tourism, and Volunteer, and two (2) at-large appointments.

Per Section 265.32, Florida Statutes, members are appointed for a four-year term and no Council member may serve more than two full terms. Members must be qualified electors residing in the County. Vacancies are filled by the Board of County Commissioners. In filling a vacancy, the replacement Council member shall be selected by the Board from a list of three candidates submitted by the remaining members of the Council. The Council considers suggestions or recommendations made by members of the public; representative civic, labor, and cultural associations; and groups concerned with encouraging the development and appreciation of the arts before submitting the list of candidates to the Board. In the event that none of the three candidates suggested by the Council meets Board approval, the Council shall submit another and entirely different list for Board consideration to fill the vacancy.

Vacancy: The term of Board appointed member John Lawrence expired on September 30, 2019. Mr. Lawrence has served two terms and is not eligible for reappointment due to term limits. Per Statute, COCA has recommended three nominees for the vacant History/Heritage seat (Attachment #6). The nominated eligible applicants are listed in Table #2.

Table #2: Council on Culture & Arts

<b>Vacancies</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants/ COCA Nominees</b>	<b>Recommended Action</b>
John Lawrence <i>Termed out History/Heritage Seat</i>	9/30/2019	7. 8. 9.	Amanda Hardeman Griffis Haiqiong Deng Paul Lewis Jr.	Appoint <b>one</b> of the nominated applicants for a four-year term ending 9/30/2023.

### **Tourist Development Council (TDC)**

Purpose: The TDC is an advisory council, per Florida Statute 125.0104, that makes recommendations to the Board for the effective operation of any special projects or for uses of the tourist development tax revenue. In addition, the TDC reviews expenditures of revenues from the tourist development trust fund to ensure they support the objectives of the Tourism Development Plan as set forth in Ordinance No. 15-01.

Composition: The TDC is composed of nine members appointed by the Board of County Commissioners.

- Three members of the Council shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the Tourist Development Tax.
- Three members of the council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.
- One member of the council shall be the Chairman of the Board or any other member of the Board as designated by the Chairman, and who shall serve as vice chairman of the Council. (Currently, Commissioner Desloge serves as the Chairman's designee on the TDC.)
- Two members of the Council are elected municipal officials.

Members serve four-year terms and must be electors of the County. There is a term limit of three full consecutive terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

Vacancy: The terms of Board appointed members, Matt Thompson (Tourism Seat) and Satish Patel (Hotelier Seat) expire on October 31, 2019. Both Mr. Patel and Mr. Thompson are seeking reappointment. The eligible applicants are listed in Table #3.

Table #3: Tourist Development Council

<b>Vacancies / Category</b>	<b>Term Expiration</b>	<b>Application Attachment #</b>	<b>Eligible Applicants</b>	<b>Recommended Action</b>
Satish Patel <i>Seeking reappointment</i> <i>Hotelier seat</i>	10/31/2019	10. 11.	Satish Patel Mark Xenophon	Full Board to appoint <b>one</b> citizen for a four-year term ending 10/31/2023
Matt Thompson <i>Seeking reappointment</i> <i>Tourism seat</i>	10/31/2019	12. 13.	Matt Thompson Malinda Horton	Full Board to appoint <b>one</b> citizen for a four-year term ending 10/31/2023

**Options:**

1. Appoint two eligible applicants to the Canopy Roads Citizen Committee for three-year terms ending October 31, 2022. The eligible applicants are: Tiffany McCaskill, Ryan Wetherell, Charles Crooks, Matthew Harris and Mary Anne Koos. *[Should the Board choose to reappoint Ms. McCaskill it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #1) by a two-thirds affirmative vote.]*
2. Appoint one of the nominated eligible applicants to the Council on Culture and Arts for a four-year term ending September 30, 2023. The eligible applicants are: Amanda Hardeman Griffis, Haiqiong Deng and Paul Lewis Jr.
3. Appoint one eligible applicant to the Hotelier Seat and one eligible applicant to the Tourism Seat on the Tourist Development Council for four-year terms ending October 31, 2023. The eligible applicants are:
  - a) Hotelier Seat eligible applicants: Satish Patel and Mark Xenophon
  - b) Tourism Seat eligible applicants: Matt Thompson and Malinda Horton.
4. Board direction.

**Recommendations:**

Options #1, #2 and #3a.-b.


**Attachments:**

1. McCaskill application, resume & Form 4A
2. Crooks application and resume
3. Harris application and resume
4. Koos application and resume
5. Wetherell application and resume
6. COCA nomination letter
7. Hardeman Griffis application and resume
8. Deng application and resume
9. Lewis application and resume
10. Patel application and resume
11. Xenophon application and resume
12. Thompson application and resume
13. Horton application and resume

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

## CANOPY ROADS CITIZENS COMMITTEE

Attachment #1  
Page 1 of 6

<p><b>It is the applicant's responsibility to keep this information current.</b>  <b>To advise the County of any changes please contact Mary Smach</b>  <b>by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</b></p> <p><b>Applications will be discarded if no appointment is made after two years.</b></p>		
Name: Tiffany McCaskill		Date: 1/2/2019 4:36:54PM
Home Phone: (850) 933-5928	Work Phone: ()-X	Email: tiftenn10@yahoo.com
Occupation: PUBLIC POLICY COORDINATOR	Employer: FLORIDA ASSOCIATION OF COUNTIES	
Preferred mailing location: Home Address		
Work Address:		
City/State/Zip: TALLAHASSEE, FL		
Home Address: 4080 BOTHWELL TERRACE		
City/State/Zip: TALLAHASSEE, FL 32317		
Do you live in Leon County? Yes      If yes, do you live within the City limits? Yes		
Do you own property in Leon County? Yes      If yes, is it located within the City limits? Yes		
For how many years have you lived in and/or owned property in Leon County? 10 years		
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
<p><b>(OPTIONAL)</b> Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: African American      Sex: Female      Age: 39.00</p> <p>Disabled? No      District: District 5</p>		
<p><b>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</b></p>		

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

Attachment #1  
Page 2 of 6

Name: BRENDA BRYANT  
Address: TALLAHASSEE, FL

Telephone: 8502128553

Name: PAMELA HOWARD  
Address: DEFUNIAK SPRINGS, FL

Telephone:

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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

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. LEON COUNTY IS A MEMBER OF THE ORGANIZATION THAT I WORK FOR. I'M NOT SURE IF THIS IS CONSIDERED "DOING BUSINESS WITH." I AM APPLYING TO BE ON A CITIZEN BOARD DUE TO PERSONAL REASONS NOT INVOLVING MY JOB. I WOULD LIKE TO BE INVOLVED AS A RESIDENT.

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: Tiffany McCaskill

This application was electronically sent: 1/2/2019 4:36:54PM

# FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL <u>McCaskill Tiffany T.</u>			OFFICE / POSITION HELD
MAILING ADDRESS <u>4080 Bothwell Terrace</u>			AGENCY OR ADVISORY BOARD <u>Canopy Roads</u>
CITY <u>Tallahassee,</u>	ZIP <u>32317</u>	COUNTY <u>Leon</u>	ADDRESS OF AGENCY

## HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- Fill out Part A or Part B, as applicable.
- Sign and date the form on the reverse side.
- File Part A with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- File Part B with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

## PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

### WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

### PLEASE COMPLETE THE FOLLOWING:

- The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
  - ☒ The reporting person;
  - ☐ The spouse of the reporting person, whose name is \_\_\_\_\_; or
  - ☐ A child of the reporting person, whose name is \_\_\_\_\_.
- The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
  - ☒ Supplying the following realty, goods, and/or services: Leon County is a member of the Association.
  - ☐ Regulation of the business entity by the governmental agency served by the advisory board member.
- The following business entity is doing business with or regulated by the governmental agency:
 

Florida Association of Counties
- The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
  - ☐ Officer; ☐ Partner; ☐ Associate; ☐ Sole proprietor; ☐ Stockholder; ☐ Director; ☐ Owner of in excess of 5% of the assets of capital stock in such business entity; ☒ Employee; ☐ Contractual relationship with the business entity;
  - ☐ Other, please describe:



**PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY**

**WHO MUST COMPLETE THIS PART:**

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

**PLEASE COMPLETE THE FOLLOWING:**

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

☐ The reporting person;

☐ The spouse of the reporting person, whose name is \_\_\_\_\_; or

☐ A child of the reporting person, whose name is \_\_\_\_\_.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

\_\_\_\_\_.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:


\_\_\_\_\_  
(NAME OF ENTITY)

\_\_\_\_\_  
(ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:

☐ Officer; ☐ Partner; ☐ Associate; ☐ Sole proprietor; ☐ Stockholder; ☐ Director; ☐ Owner of in excess of 5% of the assets or capital stock in such business entity; ☐ Employee; ☐ Contractual relationship with the business entity; ☐ Other, please describe:

**SIGNATURE**

SIGNATURE	DATE SIGNED	DATE FILED
	11/3/19	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

## **TIFFANY MCCASKILL**

4080 Bothwell Terrace  
Tallahassee, FL 32317  
*tifftenn10@yahoo.com*  
850.933.5928

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### **EDUCATION**

- Bachelor of Science (Magna Cum Laude), The Florida Agricultural & Mechanical University, Political Science/Pre-Law, Tallahassee, FL
- Associate of Arts, Northwest Florida State College, Niceville, FL
- Associate of Arts, Faulkner University, Montgomery, AL

### **SKILLS & TRAINING**

- Microsoft Office, Social Media platforms, various CRM databases, Website Marketing & Analytics Training with USDM.net, Media Training with Edelman Atlanta, Leadership Walton.

### **PROFESSIONAL EXPERIENCE**

#### **2011-current, Public Policy Coordinator**

Florida Association of Counties (FAC), Tallahassee, FL

Joined as Legislative Assistant and subsequently promoted to Public Policy Coordinator.

- Policy Conference and Legislative Conference:
  - Preparing timeline of deliverables for lobbyists.
  - Assemble legislative policies document as well as other conference materials.
  - Preparing Policy Committee Chairs with script, agenda and meeting materials.
  - Coordinate speaker presentations and onsite logistics.
- Legislative Session:
  - Coordinating weekly County Lobbyist Call and Legislative Executive Committee Call.
  - Scheduling legislative meetings.
  - FAC Legislative Day: confirming speakers and inviting legislators.
  - Scheduling meetings for county commissioners with legislators.
- Federal Legislation: coordinate meetings and travel for DC Fly-Ins.
- Scheduler for Public Policy Department: meetings with legislators and their staff, members of Florida's Congressional Delegation and county commissioners/county staff.
- LobbyTools: coordinates contract, manages user licenses, bill tracking, managing folders.
- Policy Committees: coordinating conference calls and meeting preparation.
- Maintains the County Lobbyist contact list and coordinates correspondence such as surveys on issues that affect counties.

#### **2008 - 2011, New Product Development Marketing Manager**

VISIT FLORIDA, Tallahassee, FL

- Managed the Cultural Heritage and Nature Tourism Events Grant program, in which over \$500,000 was granted between 2008 and 2011.
- Provided creative direction to marketing agencies in the development of both print and online products such as advertising campaigns with American Express.
- Facilitated partnerships with state agencies such as DEP to promote Greenways & Trails by



- developing a website to promote Florida's trails.
- Project manager for "Share a Little Sunshine" marketing campaign; components consisted of website, promotions, print advertising and social media.
- Developed department budget and strategic plan for new product development.
- Staff to the Cultural/Heritage/Rural/Nature-Based Tourism Advisory Committee.

### **2000-2008, Marketing Manager**

Walton County Tourist Development Council (Visit South Walton/SoWal), Santa Rosa Beach, FL  
Joined as Marketing Assistant and subsequently promoted to Marketing Manager.

- Member of organizations executive management team; prepared department strategic goals and budget.
- Media contact and spokesperson including on camera interviews and print, promoting the arts, culture, and nature-based tourism opportunities in South Walton.
- Managed programs such as Artist of the Year, Nature-Based Certified Outfitters Program and oversight of the development of the Kellogg Nature Center and Huettel Cultural Center.
- Produced two documentaries: Coastal Dune Lakes of Walton County and The History of Walton County.
- Facilitate website design/updates and public relations efforts with website agency and PR agency.
- Organized the Annual Coastal Cleanup event and secured sponsors such as Publix and Wal-Mart.
- Liaison for the New Product Development Committee and the Autumn Tides Events Committee.
- Presented before the Board of County Commissioners and local organizations regarding programs.

### **1997-1998, Assistant**

Walton County Administrator, Defuniak Springs, FL

- Assisted County Administrator and Executive Assistant in scheduling, front office procedures, running errands to county offices, filing and meeting preparation.

### **MEMBERSHIPS**

- Vice President, Buckwood Homeowners Association, Tallahassee, FL
- State of Florida Notary Public
- Pi Sigma Alpha, National Political Science Honor Society
- Florida A & M University Hatchett Pre-Law Society
- National Society of Leadership and Success
- Certified Wedding Planner, The Bridal Society

### **AWARDS**

- 2008 Florida Public Relations Association (FPRA) Golden Image Award & Judges Award—Artist of the Year
- 2008 Northwest Florida FPRA Image Award & Grand Image Award - Cultural, Arts, Nature Interactive Experience
- 2008 Northwest Florida FPRA Image Award & Judges Award - 2007 Artist of the Year



LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE

Attachment #2  
Page 1 of 4

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.

<b>Name:</b> Mr. Charles Frederick Crooks		<b>Date:</b> 6/4/2019 5:58:52 PM	
<b>Home Address:</b>	1001 Ocala Rd Apt 264 D Tallahassee, FL 32304	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	No
<b>Home Phone:</b>	(850) 419-9499	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	charlescrooks15@gmail.com	<b>How many years have you lived in Leon County?</b>	2

(EMPLOYMENT INFORMATION)

<b>Employer:</b>	Florida Department of Revenue	<b>Work</b>
<b>Occupation:</b>	Revenue Specialist II	<b>Address:</b>
<b>Work/Other Phone:</b>		

(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	26
<b>District:</b>	District II	<b>Disabled?</b>	No		

(RESUME AND REFERENCES)

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

<b>Name:</b>	Jade Parades	<b>Name:</b>	
<b>Address:</b>	Tallahassee, Florida	<b>Address:</b>	
<b>Phone:</b>	(352) 484-6451	<b>Phone:</b>	

**Resume Uploaded?** No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? Yes

Are you currently serving on a County Advisory Committee? No

Have you served on any previous Leon County committees? No

Posted October 8, 2019

Are you willing to complete a financial disclosure if applicable? **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? **No**

Members must be a City or County resident.

Please indicate your area of expertise:

- ☐ Forestry
- ☐ Local history
- ☐ Live along a canopy road
- ☒ Demonstrates a willingness to serve for the enhancement of the community.

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

Signature: *Mr. Charles Frederick Crooks*

The application was electronically sent: 6/4/2019 5:58:52 PM

# Charles Frederick Crooks Jr

1001 Ocala Rd. Apt 264D  
Tallahassee FL, 32304  
(850)419-9499  
Charlescrooks15@gmail.com

## EXPERIENCE

### **United States Marine Corp** , — *Infantry rifleman*

December 2011 - April 2013

As a rifleman in the United States Marine Corps, my primary duties included: employing tactics to support war efforts, providing security, utilizing advanced fighting techniques to support war efforts, working closely with a team in order to accomplish mission objectives.

### **Scenic Gulf Suites** , — *Auditor*

June 2013- December 2014

As the auditor for the company, my primary responsibilities included: filing nightly, weekly, and monthly audit reports for the company, stating both expenditures, as well as revenue; Relay any problems concerning audit reports directly to the general manager; employ mathematical equations to figure out audit numbers by hand in the event that computer systems were down; handle customer inquiries and complaints.

### **Florida Department of Revenue** , — *Revenue Specialist II*

May 2019 - Present

Although I just began working this job a little over a month ago, my duties for this position will include: understanding and interpreting Florida business and corporate tax laws; handling inquiries pertaining to business and corporate tax accounts; sending correspondence relating to these tax accounts; become proficient with SUNTAX; understand business tax code/ filing requirements for many business entities; using accounting techniques to handle tax accounts.

## EDUCATION

### **Florida State University**, Tallahassee *BA degree*

March 2015 - May 2019

maintained a relatively high GPA, ending with a GPA of 3.4.

## SKILLS

Tax law knowledge  
Basic accounting knowledge  
Auditing  
Budgeting  
Microsoft office suite  
Public speaking

## PROJECTS

### **Ferst Reader Non - Profit — *Community outreach/ volunteer work***

Currently in the process of brining Ferst Reader to Leon County. Ferst Reader is a non profit organization which strives to donate books to pre school age children, and younger, with the intention of raising early literacy rates. Currently First Reader is not active in Leon County, however, I intend to bring it to our county with help from the regional program coordinator. We are currently working to get numbers so that we can take those to possible investors to secure funding. We may also host fundraising events, and several lunch meeting, all of which I will most likely handle on my own, with the guidance and direction from the program coordinator.



LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE

Attachment #3  
Page 1 of 4

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 606-6300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.

Name: Matthew Ryan Harris

Date: 1/16/2019 2:25:48 PM

Home Address: 1003 Hawkeye Trail  
Tallahassee, FL 32317

Do you live in Leon County? Yes

Do you live within the City limits? Yes

Do you own property in Leon County? No

Is it located within the City limits? No

Home Phone: (850) 339-6384

Email: mattharris13@gmail.com

(EMPLOYMENT INFORMATION)

Employer: Department of Highway Safety and Motor Vehicles

Work Address: 2900 Apalachee Parkway

Occupation: Administrative Assistant

Tallahassee, FL 32317

Work/Other Phone: (850) 617-3225

(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: White

Gender: M

Age: 27

District: District V

Disabled? No

(RESUME AND REFERENCES)

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

Name: Talia Martinez

Name: Kyle Coston

Address: 2415 Old St Augustine Road  
Tallahassee, FL 32301

Address: 1004 Hays Street  
Tallahassee, FL 32301

Phone: (321) 437-9300

Phone: (850) 510-3897

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? Yes

Are you currently serving on a County Advisory Committee? No

Have you served on any previous Leon County committees? *No*

Are you willing to complete a financial disclosure if applicable? *Yes*

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*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? *No*

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*

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? *No*

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? *No*

Members must be a City or County resident.

Please indicate your area of expertise:

- ☐ Forestry
- ☐ Local history
- ☐ Live along a canopy road
- ☒ Demonstrates a willingness to serve for the enhancement of the community.

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

Signature: *Matthew Ryan Harris*

The application was electronically sent: 1/16/2019 2:25:48 PM

# MATTHEW RYAN HARRIS

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TALLAHASSEE, FLORIDA | (850) 339-6384 | MATTHARRIS13@GMAIL.COM

## Objective

Hardworking and ethical political candidate seeking the Leon County Commissioner, At-Large position in the 2020 election cycle. Strong history of public service to citizens of Florida, with over a decade of customer service experience.

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## Education

### **BACHELOR OF ARTS | FLAGLER COLLEGE | 2013**

- Major: Business Administration
- Awarded Dean's List

### **ASSOCIATE OF ARTS | TALLAHASSEE COMMUNITY COLLEGE | 2011**

- Major: General Studies
  - Graduated with honors
- 

## Professional Experience

### **FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES, DIVISION OF MOTORIST SERVICES | AUGUST 2018 – PRESENT**

#### Administrative Assistant II

- Responsible for developing objectives for information and publications
- Compiling and analyzing data and coordinating responses to information requests
- Research for bureau informational developmental activities and coordinates member access for systems including departmental and outside entities
- Bureau's personnel liaison; perform background checks and prescreening of job applications

### **HEARTLAND DENTAL | OCTOBER 2017 – JULY 2018**

#### Insurance Coordinator

- Documented patient treatment and transactions; maintained office's account receivable information
- Educated patients on dental terminology and procedures
- Processed patient insurance claim; liaison between insurance company and patient; office's subject matter expert in dental insurance and dental procedure billing codes
- Acting office manager from April 2018 to July 2018

### **FUMA CIGAR SOCIAL | OCTOBER 2015 – PRESENT**

#### Manager

- Hiring and scheduling; conducting interviews and performing reference checks; employee training and ongoing employee coaching and education
- Maintaining inventory of goods and supplies; maintain relationships with vendors
- Business accounting; balancing daily sales reports; managing company QuickBooks; paying company invoices with various vendors; making cash deposits
- Implement and enforce company policies and procedures



**FLORIDA DEPARTMENT OF MANAGEMENT SERVICES, DIVISION OF RETIREMENT | OCTOBER 2013  
– FEBRUARY 2016**

**Retirement Specialist III (August 2014 – February 2016)**

- Prepared retirement estimates; determined eligibility of members for service retirement
- Subject matter expert on State of Florida pension plan; trained new employees on laws and statutes
- Helped train and educate over two dozen new employees during construction and implementation of new call center in late 2015 to early 2016

**Retirement Specialist I (May 2014 – August 2014)**

**Staff Assistant (October 2013 – May 2014)**

**PUBLIX SUPER MARKETS | NOVEMBER 2009 – OCTOBER 2013**

**CHICK-FIL-A | MAY 2007 – NOVEMBER 2009**

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## **Proficiencies**

### **INSPIRING MANAGER AND LEADER**

- Leads and directs others; teaches/trains/instructs; counsels/coaches; manages conflict; delegates effectively; helps team members set and achieve goals; makes and implements decisions; enforces policies.

### **EXCELLENT COMMUNICATOR**

- Writes clearly and concisely; listens attentively; openly expresses ideas; negotiates/resolves differences; receptive to feedback; cooperates and works well with others.

### **ORGANIZED PLANNER**

- Identifies and gathers appropriate resources; thoroughly researches background information; develops strategies; thinks critically to solve problems; handles details; coordinates and completes tasks; manages projects effectively; meets deadlines; multitasks.

### **COMPUTER LITERACY**

- 60 words per minute typist
  - Advanced user in Microsoft Office; Word, Excel, Outlook, PowerPoint, SharePoint
- 

## **Accolades**

### **BOY SCOUTS OF AMERICA**

- Life Scout
- Ordeal Member of the Order of the Arrow

### **TALLAHASSEE COMMUNITY COLLEGE'S BOARD OF TRUSTEES SCHOLARSHIP RECIPIENT**

- Awarded to the top three graduating high school seniors of each Leon County high school who enrolled in Tallahassee Community College prior to graduation



LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE

Attachment #4  
Page 1 of 5

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 606-6300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.

Name: Mary Anne Koos

Date: 1/16/2019 1:12:50 PM

Home Address: 389 Castleton Circle  
Tallahassee, FL 32312

Do you live in Leon County? Yes

Do you live within the City limits? No

Do you own property in Leon County? Yes

Is it located within the City limits? No

Home Phone: (850) 509-6071

Email: mkoosfl@aol.com

(EMPLOYMENT INFORMATION)

Employer: Florida Dept. of Transportation  
Occupation: Special Projects Coordinator - Florida Greenbook  
Work/Other Phone: (850) 414-4321

Work Address: 605 Suwannee Street  
Tallahassee, FL 32312

(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: White

Gender: F

Age: 62

District: District II

Disabled? No

(RESUME AND REFERENCES)

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

Name: Mary Jane Hayden

Name: Scott Arnold

Address: 605 Suwannee Street, Tallahassee, FL 32399

Address: 605 Suwannee Street, Tallahassee, FL 32399

Phone: (850) 414-4783

Phone: (850) 414-4273

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities? Yes

Are you currently serving on a County Advisory Committee? Yes

If Yes, on what Committee(s) are you a member? Leon County Canopy Roads Committee, ex officio, non-voting member

Have you served on any previous Leon County committees? **Yes**

Attachment #4

Page 2 of 5

If Yes, on what Committee(s) have you served? **Tallahassee - Leon County Bicycle and Pedestrian Advisory Committee, Leon County Canopy Roads Advisory Committee**

Are you willing to complete a financial disclosure if applicable? **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership? **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity? **No**

**Members must be a City or County resident.**

**Please indicate your area of expertise:**

- ☒ Forestry
- ☒ Local history
- ☒ Live along a canopy road
- ☒ Demonstrates a willingness to serve for the enhancement of the community.

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

Signature: *Mary Anne Koos*

The application was electronically sent: 1/16/2019 1:12:50 PM

# Mary Anne Koos

389 Castleton Circle, Tallahassee, FL 32312, 850-509-6071, [mkoosfl@aol.com](mailto:mkoosfl@aol.com)

## Objective

Serve my community through improved transportation design and development and delivery of training. Work with state and local governments, public, consultants, and contractors to improve the safety, efficiency and quality of program planning and implementation.

## Profile

Broad professional history and research based education, with 32 years of experience in the planning, design, construction and evaluation of transportation and recreational facilities and programs.

Demonstrated performance:

- ◆ Refine and develop state and local transportation design criteria and standards to improve the safety and quality of transportation facilities for the Florida Dept. of Transportation;
- ◆ Assess needs, prepare and deliver both in-person and web based training for state and national audiences on evolving criteria, funding opportunities, transportation research, and program management in compliance with federal and state criteria.
- ◆ Serve as a technical resource for FDOT (design, specifications, utilities, construction, planning, and legal offices), local governments, consultants and public.
- ◆ Assist MPO/TPOs in the development and implementation of Long Range and Cost Feasible Transportation Plans, from the perspective of local government staff, chair of citizen's advisory committees, and FDOT's representative;
- ◆ Manage public and private transportation and greenway projects as a planning consultant in Florida with a multi-disciplinary engineering, planning and landscape architecture firm;
- ◆ Manage the Florida Department of Environmental Protection's Rails-to-Trails Program and served as Florida's State Trails Coordinator;
- ◆ Develop and implement the City of Gainesville's and Alachua County's Bicycle and Pedestrian Program, including, work program development and livable cities initiatives. Identify contributing causes and developed educational and enforcement programs to discourage behavior that contributed to crashes, with an 18% reduction in injury related crashes over 5 years;
- ◆ Certified Public Manager – Graduate of the Florida Center for Public Management, Florida State University;
- ◆ Master's of Science – Extension Education at the University of Florida – Gainesville. Course work in assessing community needs, development of training to increase implementation of new techniques, and improve public understanding of research for sustainable agriculture production and economic success and
- ◆ Bachelor's of Science - Natural Science from the University of Wisconsin - Madison, with a curriculum emphasis in research of animal production systems and breeding (develop methodology, undertake data collection, perform analysis, present findings, and implementation of knowledge gained).

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to listen, evaluate, explain and build consensus. Excellent team-building skills.

# Mary Anne Koos

389 Castleton Circle, Tallahassee, FL 32312, 850-509-6071, [mkoosfl@aol.com](mailto:mkoosfl@aol.com)

## Professional Experience

- ◆ Identify areas of the Florida Greenbook in need of updating, research current criteria and best practice, guide FDOT, local government, and consultant staff in the development of revisions. Organize and lead subcommittee and full committee meetings to review and approve proposed revisions, prepare minutes and documents for rulemaking, and fulfill “sunshine” requirements for public involvement and decision making.
- ◆ Develop and deliver training on design criteria (PPM, FGB, Accessibility, Local Area Programs) and research (Bicycles on Limited Access Facilities, Shared Bus Bike Lanes, Safety Effects of Wider Outside Lanes) through in-person and web based training in conjunction with ITE, FICE, CUTR, T2, FHWA and FDOT’s Design Symposium, District Design Conferences, Design Update Training, and Lunch and Learn events for professional organizations.
- ◆ Develop and implement strategy for the settlement of lawsuit against FDOT for ADA violations involving state highways and facilities in Tallahassee and Leon County. Prepare and submit annual reports to State Attorney General’s Office to document fulfillment of settlement agreement and provide hands on training to FDOT’s staff and contractors in construction of accessible facilities.
- ◆ Organize and host monthly DDE/DCPME meetings for the Office of Design. Prepare mission critical approvals for DDE/DCPME meetings and Florida Greenbook meetings.
- ◆ Serve on NCHRP Panel for the update of AASHTO’s Pedestrian Guide, and served as FDOT’s primary reviewer for updates to AASHTO’s Bicycle Design Guide and Transit Guide.
- ◆ Develop and implement Quality Assurance Review for compliance with adopted design criteria in federal and state funded transportation projects.
- ◆ Develop countermeasures for location specific and statewide crash types and evaluate performance in reducing crash frequency.
- ◆ Manage or serve as lead reviewer for multiple federally funded research projects:
  - Operational Effects of Restriping Roadways to Create Wider Outside Lanes
  - Operational Analysis of Shared Lane Markings “Sharrows” and Green Bike Lanes
  - Human Factors Studies - Effective Signage and Preventing Left Turn Crashes
  - Aging Driver and Pedestrian Safety: Parking Lot Hazards Study
  - Affects of Crosswalk Marking Patterns at Signalized Intersections on Driver Yielding
  - Analysis and Development of Design Criteria for Shared Bus/Bike Lanes
- ◆ Lead team of designers, trainers and accessibility advocates in national update for FHWA’s course “Designing Pedestrian Facilities for Accessibility” (DPFA) in conjunction with US Access Board.
- ◆ Serve as a board member of the Association of Pedestrian and Bicycle Professionals (APBP); and chair of the Education Committee. Coordinate APBP member professional development through monthly webinars and biannual conferences on legislation, policy development, funding, design criteria, program implementation, best practices, and industry trends.

# Mary Anne Koos

389 Castleton Circle, Tallahassee, FL 32312, 850-509-6071, [mkoosfl@aol.com](mailto:mkoosfl@aol.com)

## Employment History

- ◆ Florida Dept. of Transportation, Office Of Design – Tallahassee, FL  
**Special Projects Coordinator, 2006 to Present**
- ◆ Florida Dept. of Transportation, District 3 – Chipley, FL  
**Bicycle and Pedestrian Coordinator, 1998 - 2006**
- ◆ Genesis Group – Tallahassee, FL:  
**Senior Planner, 1995 - 1998**
- ◆ Florida Dept. of Environmental Protection, Florida State Parks – Tallahassee, FL  
**State Trails Coordinator, 1989 - 1995**
- ◆ City of Gainesville, Traffic Engineering Department – Gainesville, FL  
**Bicycle and Pedestrian Coordinator, 1984 - 1989**

## Education and Certifications

- ◆ Florida Center for Public Management, Florida State University, Tallahassee, FL  
**Certified Public Manager, 2015;**
- ◆ University Of Florida, Gainesville, FL  
**Masters Work in Natural Science, Extension Education, 1981-1983**
- ◆ University of Wisconsin – Madison, WI  
**Bachelors of Science Degree, Natural Science, 1979**



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS 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.**

<b>Name:</b> Mr. Ryan Sterling Wetherell		<b>Date:</b> 9/9/2019 1:49:58 PM	
<b>Home Address:</b>	2337 Kilkenney Drive East Tallahassee, FL 32309	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 339-4325	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	ryan.wetherell@kimley-horn.com	<b>How many years have you lived in Leon County?</b>	15

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Kimley-Horn and Associates, Inc.	<b>Work Address:</b>	2615 Centennial Boulevard Suite 102 Tallahassee, FL 32309
<b>Occupation:</b>	Transportation Engineer		
<b>Work/Other Phone:</b>	(850) 553-3509		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	38
<b>District:</b>	District IV	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Curt Mills	<b>Name:</b>	Erin Tilton
<b>Address:</b>	1297 Carr Lane Tallahassee, FL 32312	<b>Address:</b>	119 South Monroe Street, Suite 300 Tallahassee, FL 32301
<b>Phone:</b>	(850) 528-3772	<b>Phone:</b>	(850) 425-2303

**Resume Uploaded?** Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

**(COMMITTEE QUESTIONNAIRE)**

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?\* **Yes**

If yes, on what Committee(s) are you a member? *Canopy Roads Citizens Committee*

Have you served on any previous Leon County committees?\* **Yes**

If Yes, on what Committee(s) have you served? *Board of Adjustments and Appeals*

Are you willing to complete a financial disclosure if applicable?\* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)\* **Yes**

If yes, please explain *If my firm is working on a project that could result in a direct or perceived conflict.*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **Yes**

If yes, please explain *Consulting work at times results in work being done directly for the County or a joint sitting of County and City Governments, such as the Blueprint IA or Planning Department.*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

**Members must be a City or County resident.**

**Please indicate your area of expertise:**

- ☐ Forestry
- ☐ Local history
- ☐ Live along a canopy road
- ☒ Demonstrates a willingness to serve for the enhancement of the community.

Please explain: *Have a robust transportation background and have three years of experience serving on this Committee. Have work with this Committee I would like to see through and continue working on.*



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

Signature: *Mr. Ryan Sterling Wetherell*

The application was electronically sent: 9/9/2019 1:49:58 PM



## **Ryan S. Wetherell, P.E.**

### **Tallahassee Office Leader/Shareholder/Registered Professional Engineer**

Ryan is a licensed professional engineer with more than 15 years of experience focused on transportation planning and traffic operations across the state of Florida. His work with both public and private sector clients focuses on identifying and defining the client's needs, and developing and evaluating viable solutions. Ryan is the practice leader for the Tallahassee Office and a Shareholder with Kimley-Horn and Associates, Inc.—a national engineering, planning, and landscape architecture consulting firm with more than 3,000 employees in 89 office across the country.

In addition to Ryan's professional work, he enjoys giving back to the community, whether with his Rotary Club building ramps for those with limited mobility or serving meals to children at Rotary's Youth Camp, to serving our community through the Canopy Road Citizen Committee, and Florida's engineering community through service on the Florida Engineering Foundation board. In addition, Ryan enjoys staying involved with the Tallahassee-Thomasville Chapter of the Georgia Tech Alumni Association, Tallahassee Chamber of Commerce, and Florida Chamber of Commerce when not spending time with his wife of 11 years and two young sons; Preston (6) and Reece (3).

## **Professional Credentials**

Bachelor of Science with Honors, Civil and Environmental Engineering, Georgia Institute of Technology, 2004

Professional Engineer in Florida

## **Professional Organizations and Boards**

Institute of Transportation Engineers (ITE) – Past President of Big Bend Florida Chapter

Sunset Rotary of Tallahassee – Past President

Florida Engineering Foundation – Board Member (2016 to present)

Tallahassee-Leon County Board of Adjustments and Appeals (2010-2016) – Past Chairman

Tallahassee-Leon County Canopy Roads Citizens Committee (2016 to present) – Committee Member

Graduate of the Florida Engineering Leadership Institute – Florida Engineering Society

## **Local Professional Experience**

Capital Cascades Trail, Segments 3 and 4, Blueprint 2000, Tallahassee, FL

Capital Circle Southwest Planning and Design, Tallahassee, FL

Capital City to the Sea Trails Master Plan and Concept Development, Leon and Wakulla Counties, FL

Chuy's Restaurant, Tallahassee, FL

Delaney Park at Southwood, Tallahassee, FL

Districtwide Traffic Safety Studies, FDOT District Three

Innovation Park Planning Services for Leon County R&D, Leon County, FL



NE Gateway: Welaunee Boulevard, Tallahassee, FL

Wakulla County Airport Project Environmental Impact Report, Wakulla County, FL

Airport/Capital Circle Joint Use Drainage Planning, Tallahassee, FL

850.339.4325 - mobile

850.553.3500 - office

[Ryan.Wetherell@kimley-horn.com](mailto:Ryan.Wetherell@kimley-horn.com)

2615 Centennial Boulevard, Suite 102

Tallahassee, FL 32309

September 19, 2019

Commissioner Jimbo Jackson  
2018/19 Chairman  
Office of the County Commission  
301 S. Monroe Street, 5th Floor  
Tallahassee, FL 32301

Dear Commissioner Jackson,

A County-appointed position on the Council on Culture & Arts' Board of Directors will become vacant when John Lawrence's term ends on September 30, 2019.

As you may recall, we are required to put forth three names for each vacancy. As recommended by COCA's Nominating Committee, approved unanimously by COCA's Board of Directors, and in accordance with our organization's bylaws, the Board submits the following individuals for your consideration. There was an overwhelming response to this opportunity, and we are encouraged by the number of local professionals who have expressed their interest in serving. Careful thought was given to the skills and influence this appointee will need, to compliment both the current membership of the Board, as well as the demographic composition of the Board as a whole.

History/Heritage (formerly filled by John Lawrence)

**Mrs. Amanda Lynn Hardeman Griffis** – Florida Folklorist and Arts Administrator

**Mrs. Haiqiong Deng** – Director, FSU Chinese Music Ensemble

**Mr. Paul Lewis Jr.** – Retired, Director of Regulatory Affairs, Duke Energy Florida

We look forward to hearing from you soon regarding the Commission's actions. And as always, feel free to contact us if you have any questions.

Sincerely,



Kathleen Spehar  
Executive Director

cc: Mary Smach, Agenda Coordinator

Council on Culture & Arts (COCA)  
816 S. ML King Jr. Blvd.  
Tallahassee, FL 32301

(850) 224-2500 office  
info@tallahasseearts.org email  
tallahasseearts.org website





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
COUNCIL ON CULTURE & ARTS**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mrs. Amanda Lynn Hardeman Griffis		<b>Date:</b> 9/4/2019 1:38:47 PM	
<b>Home Address:</b>	1829 Cottage Grove Rd. Tallahassee, FL 32303	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(502) 294-9545	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	amanda.griffis@dos.myflorida.com	<b>How many years have you lived in Leon County?</b>	6

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Florida Department of State/Division of Historical Resources/Florida Folklife Program	<b>Work Address:</b>	500 S. Bronough St. Tallahassee, FL 32303
<b>Occupation:</b>	State Folklorist		
<b>Work/Other Phone:</b>	(850) 245-6427		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	F	<b>Age:</b>	32
<b>District:</b>	District II	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Dr. Kristin Dowell	<b>Name:</b>	Ruben Acosta
<b>Address:</b>	FSU Williams Johnston Bldg. 3019 Tallahassee, FL	<b>Address:</b>	500 S. Bronough St. Tallahassee, FL 32399
<b>Phone:</b>	(405) 802-7365	<b>Phone:</b>	(850) 245-6364

**Resume Uploaded?** Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

**(COMMITTEE QUESTIONNAIRE)**

## IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?\* **No**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure if applicable?\* **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve. In order to serve a nomination by the Council is required.

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? **Yes**

Please indicate your area of expertise.

- ☐ Business/Economic Development
- ☒ Heritage / History
- ☐ Marketing/Finance
- ☐ Practicing Artist
- ☐ Tourism
- ☐ Volunteer

☐ Resident of Leon County

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

Signature: *Mrs. Amanda Lynn Hardeman Griffis*

The application was electronically sent: 9/4/2019 1:38:47 PM

# AMANDA HARDEMAN GRIFFIS

502.294.9545 • [Amanda.Griffis@Dos.Myflorida.com](mailto:Amanda.Griffis@Dos.Myflorida.com) • Tallahassee, FL

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## FOLKLORIST AND ARTS ADMINISTRATOR

I have nine years of experience as a folklorist with five years of experience in statewide traditional arts program management, overseeing multiple annual programs, coordinating collaborative projects, writing grants, and creating dynamic public programs that promote cultural diversity and empower communities through meaningful multi-ethnic and cross-generational arts experiences.

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## SKILLS

Statewide Project Management • Grant Writing • Diversity & Inclusion • Collaboration • Community Outreach • Public Speaking • Media Production & Editing • Strategic Planning •

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## RELEVANT EXPERIENCE

### Director and State Folklorist, Florida Folklife Program, 2013-present

Coordinated a statewide program dedicated to promoting folk and traditional arts through annual programs like surveys, festivals, concerts, apprenticeships, awards, educational resources, and oral history training.

- Used creative methods to increase engagement, public benefit, accessibility, and cross-cultural learning.
- Doubled funding with successful NEA grant proposals and the establishment of a Community Support Organization as a fundraising arm.
- Developed a network of statewide partners to build capacity, awareness, and extend reach.
- Worked with staff and advisory council to create strategic plan addressing specific statewide needs.
- Supervised staff, contractors, volunteers, and interns as they met program objectives.
- Annually worked in partnership with the Florida Park Service, statewide network, and contractors to identify, document, and present traditional arts.
- Increased diversity at the Florida Folk Festival, the longest running state-sponsored festival in the nation.
- Worked in partnership with the State Archives to drastically improve festival recording procedures.
- Partnered with Florida Public Television to produce a traditional arts documentary.
- Doubled participation in the Apprenticeship Program, which supports the preservation of traditional arts.
- Successfully introduced video as a means to documenting and building awareness to traditional arts while measuring success of programs through recorded site visits and interviews.
- Presented folk arts, field methods, opportunities, and achievements for statewide and national audiences.
- Partnered annually with the state arts council, the Division of Cultural Affairs, to recognize outstanding traditional artists with Florida Folk Heritage Awards.
- Prepared legislative requests annually, Florida Folklife Council reports three times per year, Florida Department of State reports and regular staff reports weekly.

### Folklife Specialist, Kentucky Arts Council and Kentucky Historical Society, 2012

Contracted to coordinate the Kentucky Community Scholar Training Program and other projects.

- Developed hands-on curriculum and led educational lectures.
- Created a directory of Kentucky folk artists, projects, exhibits, traditions, and folk groups.
- Filmed and edited a documentary about African American gospel music in Bourbon County, KY.



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## PROFESSIONAL AFFILIATIONS

Board Member, Florida Folklore Society, 2013-present  
Member, American Folklore Society, 2008-present

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## CONFERENCE PRESENTATIONS

- “State of Communities: State Folklife Programs.” National Endowment for the Arts Inaugural Folk and Traditional Arts Convening, November 2018.
- “Foundations and Futures: Discussions on the State of Apprenticeship Programs.” American Folklore Society, October 2018.
- “Creative Placemaking: A Toolkit for Cultural Sustainability and Arts-Based Community Development.” Florida Main Street, August 2017.
- “Public Folklore in the Sunshine State: Past, Present, and Future.” American Folklore Society, October 2016.
- “Cultural Pathways to Preservation: The Greektown Traditional Cultural Property.” Florida Trust for Historic Preservation, May 2016.
- “Partnerships Among Southern Folklife Archives.” South Arts, June 2015.
- “Reflecting Our True Sense of Place: How Folklife Provides a Foundation for Preservation.” Florida Trust for Historic Preservation, May 2015.
- “Principles of Preservation: People and Community.” Florida African American Heritage Preservation Network, May 2015.

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## INVITED PRESENTATIONS

- Oral History Training Workshop. Miccosukee Citizens Working Group, February 2019.
- “Florida Folklife.” Florida State University Museum Studies and Cultural Heritage Classes, 2017/2018.
- Oral History Training Workshop. Florida Trust for Historic Preservation Lunch and Learn, August 2018.
- Oral History Training Workshop. FL Welcome Centers Jennings, Yulee, Campbellton, Pensacola, August 2016.
- “The Intersection of Folklife and Scenic Byways.” Florida Scenic Highways Meeting, April 2016.
- “The African Experience in Florida Folklife.” Gullah Geechee Pathways to Freedom course, March 2015.
- “Continuity and Change in Florida Folk Art.” Museum of Art DeLand, December 2014.

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## AWARDS

2016 Florida Department of State Superior Performance Award  
2014 Florida Department of State TEAM Award

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## EDUCATION

M.A. Folk Studies, Western Kentucky University, 2011  
B.A. Cultural Anthropology, Western Kentucky University, 2009



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
COUNCIL ON CULTURE & ARTS**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mrs. Haiqiong Deng		<b>Date:</b> 9/4/2019 5:15:54 PM	
<b>Home Address:</b>	1166 Sandler Ridge RD. Tallahassee, FL 32317	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 264-1389	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	haiqiongdeng@gmail.com	<b>How many years have you lived in Leon County?</b>	19

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	FSU	<b>Work</b>
<b>Occupation:</b>	concert musician, director of FSU Chinese Music Ensemble, Ph.D. Candidate in Musicology	<b>Address:</b>
<b>Work/Other Phone:</b>		

**(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.

<b>Race:</b>	Asian	<b>Gender:</b>	F	<b>Age:</b>	44
<b>District:</b>	District I	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Amanda Hardeman Griffis	<b>Name:</b>	Dr. Denise Von Glahn
<b>Address:</b>	500 South Bronough Street, Tallahassee, FL 32399	<b>Address:</b>	122 N. Copeland St, Tallahassee, FL 32306
<b>Phone:</b>	(850) 245-6427	<b>Phone:</b>	(850) 644-3721

**Resume Uploaded?** Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

**(COMMITTEE QUESTIONNAIRE)**

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Please indicate your area of expertise.

- ☐ Business/Economic Development
- ☒ Heritage / History
- ☐ Marketing/Finance
- ☐ Practicing Artist
- ☐ Tourism
- ☐ Volunteer

☐ Resident of Leon County

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

Signature: *Mrs. Haiqiong Deng*

The application was electronically sent: 9/4/2019 5:15:54 PM

Haiqiong Deng  
Florida State University

## Haiqiong Deng

1166 Sandler Ridge Rd.

Tallahassee, FL 32317

U.S.A.

(850) 264-1389

[haiqiongdeng@gmail.com](mailto:haiqiongdeng@gmail.com)

[hhd4923@my.fsu.edu](mailto:hhd4923@my.fsu.edu)

[www.haiqiongmusic.com](http://www.haiqiongmusic.com)

### Education:

2015-present	Ph.D. (Candidate), Musicology, Florida State University
2006	M.M., Ethnomusicology, Florida State University
2003	M.A., Arts Administration, Florida State University
1997	B.M., Guzheng Performance, Shanghai Conservatory of Music

### Teaching Experience:

2001-present	Director, FSU Chinese Music Ensemble
2015-present	Graduate Teaching Assistant, Florida State University
	MUH2512/Music in World Cultures (music major)
	MUH2051/Music in World Cultures (non-music major)
	MUL2010/Music Literature, Listening, and Understanding (non-music major)
	MUH2019/Modern Popular Music (non-music major)
2008 (summer)	Visiting Professor, University of South Florida Chinese Music Culture
2008-2010	Visiting Professor, Tallahassee Community College Modern Popular Music Music Appreciation

### Major Awards:

2018	Florida State University College of Music Research Fellow
2017	The Ruby Chao Yeh Award (Association for Chinese Music Research)
2017	The Florida Cultural Heritage Award
2013	The Florida Individual Artist Fellowship
2012	Master Artist of the Florida Folklife Apprenticeship Award
1995	Outstanding Performance, Chinese National Guzheng Competition

### Conference and Published Papers:

2019	"The Mindfulness in Sound: Self-Cultivation and Oneness in the Art of the Ancient Seven-String Chinese Musical Instrument—Guzhen," 25 <sup>th</sup> National Conference of the Asian Studies Development Program, Nashville, TN
2018	"Chinese Music as Cross-Culture: A Review of the 21 CHIME International Conference in Lisbon 2018," <i>Asian European Music Research-E Journal</i> . 1:63-64.
2018	"The Deep Listening in Chinese Guqin Music: A Discussion of Xi Shan Qin Kuang through the Lens of Ecomusicology," The 21st European Foundation for Chinese Music Research International Conference, Lisbon, Portugal
2017	"Music, Human, and Nature: A Traditional Chinese Music Erhu Piece through the Lens of Ecomusicology," The 20 <sup>th</sup> European Foundation for Chinese Music Research International Conference, UCLA

Haiqiong Deng  
Florida State University

- 2016 “*A Latin Tinge on Chinese Musical Expression: Tradition and Transformation of the 21-String Chinese Guzheng*,” Society of Ethnomusicology, Southern Plains Conference, University of North Texas.
- 2004 “*Convergence: East/West, Ancient/Modern-Contemporary Chinese Guzheng Music in the United States*,” The College Music Society, San Francisco

#### **Solo CDs:**

- 2013 *Mountain, Water, Sentiments* – Traditional Chinese Zheng Masterpieces Performed by Haiqiong Deng (Nominated for the 2014 Independence Music Award)
- 2003 *Ning: Guzheng Solo by Haiqiong Deng* (Celebrity, Singapore)

#### **Collaborative CDs:**

- 2013 *Stringing Echoes* – Classical Indian Music by Sitar and Chinese Guzheng (Nominated for the 2014 Independence Music Award)
- 2012 *Life Death Tears Dream* with Orchid Ensemble, Canada Arts Council (2012 International Independent Music Award winner)
- 2012 *Concerto for Strings with Percussion Orchestra with the McCormick Percussion Group* (Ravello Records)
- 2009 *Elegance – Music of Chihchun Chi-sun Lee*, Glorious Pantheons, Taiwan (2009 the Golden Melody Awards [Taiwan’s version of the Grammys])
- 2008 *Cross-Cultural Collisions, Reinventions & Fertilizations: the Compositions of Michael Sidney Timpson* (Capstone Records)
- 2007 *World Music: Traditions and Transformations* (Sony BMG Music Entertainment)
- 2006 *Zheng Qin: Guzheng Trio Masterpieces* (Celebrity, Singapore)
- 2004 *Tales From the Cave: Music from China* (Delos International)
- 2002 *Oriental Landscape: Evelyn Glennie with Singapore Symphony Orchestra* (BIS)

#### **Compositions:**

- 2018 *Rock the World: the Power of Powerful Music* (Premiered on March 2<sup>nd</sup>, 2018 at 22<sup>nd</sup> Annual Rainbow Concert of World Music at the Florida State University)  
<https://www.youtube.com/watch?v=0r0IpYh3zXQ>
- 2018 *Kora: for Intercultural Band Omnimusic* (Premiered on March 2<sup>nd</sup>, 2018 at 22<sup>nd</sup> Annual Rainbow Concert of World Music at the Florida State University)  
<https://www.youtube.com/watch?v=wsUY1K3Clho>
- 2014 *Layered Fantasy: for Indonesian Gamelan and Chinese Guzheng*  
(Premiered on March 28, 2014 at the Florida State University Ruby Diamond Auditorium)  
<https://www.youtube.com/watch?v=Hp5ycZ0k578>

#### **TV show:**

- 2008 *Haiqiong Deng at Maclay Gardens* (broadcasted on April 30<sup>th</sup>, 2008 on WFSUTV)

#### **Concerts:**

##### **2019**

- March 12 Guqin Lecture-recital, Chinese Music Center at Middle Tennessee State University, Murfreesboro, TN
- March 7 Guest artist at the 25<sup>th</sup> National Conference of the Asian Studies Development Program, Nashville, TN
- February 4-5 Recitals at Community College of Denver and University of Denver, Denver, CO
- January 26 Sounds of the East: an Evening with Master Zheng player Haiqiong Deng, Tallahassee, FL

##### **2018**

- April 25 FSU Chinese/Blues Music Concert, Opperman Music Hall, Tallahassee, FL

Haiqiong Deng

Florida State University

March 30	Chinese Scholar Art & Music, Norton Museum of Art, West Palm Beach, FL
March 13-14	Traditional Chinese Art & Music, Community College of Denver, Denver, CO
March 10	Chinese Zheng & Qin Music, Crawfordsville, FL
March 2	Featured Artist, the 22 <sup>nd</sup> Annual Rainbow Concert of World Music, Tallahassee, FL
February 17	Zheng & Qin Recital, University of South Florida, Tampa, FL
<b><u>2017</u></b>	
Nov 3-17	Opening Nights Education Outreach Concerts (Part of the John F. Kennedy Center's Partners in Education program), Tallahassee, FL
Oct 27	Community College of Denver, Denver, CO
Oct 14	Gamble Rogers Concert Series, St. Augustine, FL
June 20	Harn Museum of Art, Gainesville, FL
May 25-27	The 65 <sup>th</sup> Florida Folk Festival, White Spring, FL
April 28	The University of North Texas, Denton, TX
April 20	Florida Folklife Heritage Award concert, Tallahassee, FL
April 16-19	Wake Forest University, Winston-Salem, NC
Feb 28	21 <sup>st</sup> Annual Concert of World Music, Tallahassee, FL
<b><u>2016</u></b>	
Nov 20	World Beat Café, Times-Union Center Moran Theater, Jacksonville, FL
Oct 27	FSU Chinese Music Ensemble Concert, Tallahassee, FL
Sep 18	Norton Museum of Art, West Palm Beach, FL
Sep 16	University of South Florida, Tampa, FL
May 28-30	The 64 <sup>th</sup> Florida Folk Festival, White Spring, FL
April 9	The University of North Texas, Denton, TX
April 12	FSU Chinese Music Concert, Tallahassee, FL
Mar 22	20 <sup>st</sup> Annual Concert of World Music, Tallahassee, FL
Mar 18	ABCTV Morning Show, Tallahassee, FL
Sept 25-27	Savannah State University, Savannah, GA
<b><u>2015</u></b>	
April 17	Arab American Museum, Dearborn, MI
April 14-16	Milwaukee Performances as Cultural partners w/ the Milwaukee Symphony's Arts in Community Education (ACE) Program
Mar 5-6	Hiram College, Hiram, OH
Mar 1-3	Michigan State University, Lansing, MI
Feb 23-27	Austin Peay State University, Clarksville, TN
Feb 20	Asbury University, Wilmore, KY
<b><u>2014</u></b>	
Oct10	Experience Asia Festival, Tallahassee, FL
Oct 2	Jefferson College, Hillsboro, MO
Sep 30	Hope College, Holland, MI
Sep 28-29	University of Akron, Akron, Ohio
Sep 24	Baldwin Wallace University, Berea, Ohio
July 14	Harn Museum of Art, Gainesville, FL
March 28-29	United Presbyterian Church, Ashland, WI
March 27	University of Wisconsin, Green Bay, WI
March 24-25	Appleton East High School, Appleton, WI
March 23	Marygrove College, Detroit, MI
March 22	University of Michigan, Ann Arbor, MI
Feb 13-15	University of South Florida, Tampa, FL
<b><u>2013</u></b>	
Nov 13	Bainbridge College, Bainbridge, GA

Haiqiong Deng  
Florida State University

Oct 9-11	University of North Carolina, Asheville, NC
Oct 7-8	Washington and Lee University, Lexington, VA
Oct 1-3	Rogers Center for the Arts, North Andover, MA
Sep 28	Colonial Theatre, Bethlehem, NH
Sep 25	New England Conservatory, Boston, MA
Sept 8	University of South Florida, Tampa, FL
May 24-26	Florida Folk Festival, White Spring, FL
Feb 1	FSU New Music Festival, Tallahassee, FL
<b><u>2012</u></b>	
Sep 10-13	Carson-Newman College, Jefferson City, TN
Sep 6-7	Middle Tennessee State University, Murfreesboro, TN
<b><u>2011</u></b>	
Aug 19	Summerfolk Festival, Owen Sound, ON
Aug 18	Music Garden, Harbourfront Center, Toronto, ON
May 13	Cummer Museum of Art and Gardens, Jacksonville, FL
May 8-9	University of South Florida, Tampa, FL
Mar 24	Cleveland State University, Cleveland, OH
Mar 22-23	Xacier University, Cincinnati, OH
Mar 21	Eastern Kentucky University, Richmond, KY
March 16-18	Community Residency-Milwaukee Symphony's ACE Program, Milwaukee, WI
<b><u>2010</u></b>	
Nov 11	Berea College, Berea, KY
Nov 5-8	CAPACOA, Ottawa, ON
Nov 4	K-12 presentations to Lewiston Students, Lewiston, ME
Oct 25	Serkin Center for the Performing Arts, Marlboro, VT
Oct 18	the Boston Area Families with Adopted Children, Boston, MA
Oct 16	Elms College Library Theatre, Chicopee, MA
Oct 14-15	New England Conservatory, Boston, MA
Oct 13	Colorado College, Colorado Springs, CO
Oct 8	Asbury University, Wilmore, KY
Oct 6	Transylvania University, Lexington, KY
Oct 4-5	John Carroll University, Cleveland, OH
April 13	Lakeland College, Sheboygan, WI
April 11	Silver Lake College, Manitowoc, WI
April 5-9	Lotus Blossoms Festival Residency, Bloomington, IN
Mar 31	Mount Union College, Alliance, OH
Mar 29	Marietta College, Marietta, OH
Mar 26	Hiram College, Hiram, OH
Mar 25	Kent State Stark Campus, Canton, OH
Mar 23	Illinois State University New Music Festival, Normal, IL
<b><u>2009</u></b>	
Nov 16	Valdosta State University, Valdosta, GA
Nov 5	Olin Arts Center, Lewiston, ME
Oct 22-23	"China Music Now", Third Angel New Music Ensemble and Portland Museum, Portland, OR
Oct 25-26	Serkin Center for the Performing Arts, Marlboro, VT
Oct 19	Wellesley University, Wellesley, MA
Oct 16	Elms College Library Theatre, Chicopee, MA
Oct 14-15	New England Conservatory, Boston, MA
Oct 3	Appleton Museum of Art, Ocala, FL
Feb 10-17	International Composition and Competition and Festival, Tampa, FL



Haiqiong Deng  
Florida State University

<u>2006</u>	
Oct 26	<i>China Fest</i> , Thomas Center, Gainesville, FL
Oct 8	Norton Museum, West Palm Beach, FL
Oct 1	Moonlight Concert, Lexington, Kentucky
Sep 16	<i>Nalini Vinayak &amp; Haiqiong Deng in String Echoes – An Evening of Indian Classical Music</i> , Tallahassee, FL
Aug 2	<i>Inspirations- Talking Among Artists</i> , Sarasota, FL
Jun 23	Housewright Music Series, Goodwood Museum & Gardens, Tallahassee, FL
Jun 12	Hartwick College Summer Music Festival & Institute, NY
Jun 3	Chinese Culture Symposium, North Kentucky University, KY
Apr 5	the 9 <sup>th</sup> Rainbow World Music Concert, Tallahassee, FL
Feb 14	Darton College, Albany, GA
Jan 14	the G. WIZ Science Museum, Sarasota, FL
Jan 13	University of South Florida, Tampa, FL
<u>2005</u>	
Oct 12-15	Society of Composer 2005 National Conference, Greensboro, NC
Oct 11	Carson Newman College, Jefferson City, TN
Oct 5-8	Middle Tennessee State University, Murfreesboro, TN
Sep 28	Darton College, Albany, GA
Feb 17	Duquesne University Symphony Orchestra, Pittsburgh, PA
Feb 11	Faculty Chamber Music Series, Tallahassee, FL
Feb 3-5	FSU Twelve Biennial Festival of New Music, Tallahassee, FL
<u>2004</u>	
Dec 2	University of South Florida Symphony Orchestra, Tampa, FL
Nov 6	San Francisco Community Music Center, San Francisco, CA
Nov 5	Clarion Music Center Benefit Concert, San Francisco, CA
Oct 7	New Music Series, Composers' Showcase, Gainesville, FL
Mar 17-20	The 7 <sup>th</sup> International Festival of Women Composers, Indiana, PA
<u>2003</u>	
Nov 6-8	Stetson University School of Music, Deland, FL
Oct 7	University of South Florida, Tampa, FL
Oct 1	The Association of Technology in Music Instruction, Miami, FL
Sep 21	Opperman Music Hall, Tallahassee, FL
Sep 19	Weill Recital Hall at Carnegie Hall, New York City, NY
April 5	The 7 <sup>th</sup> Annual World Music Rainbow Concert, Tallahassee, FL
Mar 8	Tallahassee Symphony Orchestra, Tallahassee, FL
Jan 30-31	The FSU Eleventh Biennial Festival of New Music, Tallahassee, FL
<u>2002</u>	
Dec 14-15	Tallahassee Symphony Orchestra, Tallahassee, FL
Nov 2	A Festival of Contemporary Music, Memphis, TN
Aug 18	Singapore Symphony Orchestra, Singapore
<u>2001</u>	
Dec 11	Singapore Chinese Orchestra, Singapore
Feb 4	Singapore City Orchestra, Singapore
Jun 8	Nagoya Gifu Cultural Center, Nagoya, Japan
Jan to Jun	Touring with Music From China, New York City, NY
<u>1999</u>	
July 25	Jubilee Hall Haiqiong Deng Zheng Recital, Singapore
<u>1998</u>	
Oct 12	Zheng Recital at Chinese Conservatory Concert Hall, Beijing, China,

Haiqiong Deng  
Florida State University



LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
COUNCIL ON CULTURE & ARTS

Attachment #9  
Page 1 of 5

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.

<b>Name:</b> Mr. Paul Lewis Jr		<b>Date:</b> 7/7/2019 9:46:39 AM	
<b>Home Address:</b>	8869 Winged Foot Dr Tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 212-5461	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	paul.lewisjr18@gmail.com	<b>How many years have you lived in Leon County?</b>	24

(EMPLOYMENT INFORMATION)

<b>Employer:</b>	Duke Energy Florida	<b>Work</b>
<b>Occupation:</b>	Retired, Director of Regulatory Affairs	<b>Address:</b>
<b>Work/Other Phone:</b>		

(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	67
<b>District:</b>	District IV	<b>Disabled?</b>	No		

(RESUME AND REFERENCES)

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

<b>Name:</b>	Dr Don Gibson	<b>Name:</b>	Steve Shephard
<b>Address:</b>	Winged Foot DrTallahassee FL. 32312	<b>Address:</b>	Deer Valley Dr, Tallahassee FL 32312
<b>Phone:</b>	(850) 559-4259	<b>Phone:</b>	(410) 807-5681

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

Paul Lewis, Jr.

8869 Winged Foot Drive

Tallahassee, FL 32312

[Paul.lewisjr18@gmail.com](mailto:Paul.lewisjr18@gmail.com)

850-212-5461

**Summary:**

Possesses extensive state regulatory experience and regulator relationships representing Duke Energy Florida before the Florida Public Service Commission and other Executive Branch Agencies including the Florida Department of Environmental Protection.

Seeking a consulting position, board or commission appointment assisting the state in developing and implementing the state's environmental regulatory policy.

**Work Experience:**

**Duke Energy Florida**

**Director, State Regulatory Affairs.** June 1995 to December 31st 2014

Served as the company's primary regulatory liaison with the Florida Public Service Commission and other Executive Branch Agencies including the Department of Environmental Protection. Key functions include establishing a regulatory strategy and management of its implementation. Served as the company's regulatory lead on a verity of high impact initiatives including full revenue rate cases and comprehensive settlement agreements, managed cost recovery dockets for generation fleet fuel, environmental, energy conservation and new construction expense recovery. Managed new generation and transmission Need Cases before the Commission and Governor and Cabinet. Negotiated key environmental regulatory and compliance matters with the Department as well as other concerned entities. Negotiated energy efficiency, solar, and other renewable proposed goals with regulators, utility peer groups and outside special interest groups.

**Florida Power Corporation** (Became Duke Energy After the Merger)

**District Manager.** June 1988 to June 1995

Managed the companies operations in Orange County Florida including retail, customer service, local government relations, distribution design, engineering and construction and community relations.

**Manager Eastern Division Energy Services.** March 1981 to June 1988.

Managed the company's energy services functions in the Greater Orlando service area. Responsibilities included implementation of the energy conservation and demand side management programs, Industrial engineering and relations group and community outreach efforts.

**Civic and Community Interest:**

Leadership Orlando and Leadership Florida Graduate

President West Orange County Chamber of Commerce

President of the Mary Brogan Museum of Arts and Sciences

Chairman of the Florida Chamber of Commerce Environmental Committee

Served on various civic and professional Boards

*References and additional detail available upon request.*

**(COMMITTEE QUESTIONNAIRE)**

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee?\* **No**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure if applicable?\* **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve. In order to serve a nomination by the Council is required.

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? **Yes**

Please indicate your area of expertise.

- ☒ Business/Economic Development
- ☒ Heritage / History
- ☐ Marketing/Finance
- ☒ Practicing Artist
- ☐ Tourism
- ☒ Volunteer
- ☒ Resident of Leon County

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

Attachment #9  
Page 4 of 5

Signature: *Mr. Paul Lewis Jr*

The application was electronically sent: 7/7/2019 9:46:39 AM

**From:** [Paul Lewis](#)  
**To:** [Mary Smach](#)  
**Subject:** Re: Application Received  
**Date:** Monday, July 8, 2019 9:35:47 AM

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Hi Mary,

Thanks for your note back. I haven't created much art in years and my work in college so many years ago was more in art history rather than studio work, although i did some of both. I have a strong desire for the advancement of the arts and science as demonstrated in my work as past president of the Mary Brogan Museum of Arts and Science as well as in other arts leadership positions in the various communities we have lived in, both performing as well as studio art.

I had a very strong interest in downtown development turning old blighted historical areas into a refurbished fun place to visit. As I mentioned in my earlier notes to you all I was the founding Chairman of the Down Town Winter Garden Main Street redevelopment project. I consider it my one legacy project. I have a couple of before and after pictures that speak volumes of the projects success. I think if you Google Paul Lewis Jr and the Winter Garden Main Street Program you will find lots of interesting articles on the project... if not I'm happy to send you a few.

Anyway..it would be my pleasure to serve the county in this capacity if my experiences might be of value to the effort.

My Best Regards,  
Paul Lewis Jr

On Jul 8, 2019, at 8:43 AM, Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)> wrote:

Dear Paul Lewis Jr.,

Thank you for your interest in serving on a citizen committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your application for the Council on Culture & Arts (COCA). We currently have an upcoming vacancy on the COCA and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

Your application indicated that you are a practicing artist and have interest in History/Heritage. Would you please provide more information?

If I can be of any further assistance please feel free to contact me.

Regards,

<image001.png>

**Mary Smach**  
**Agenda Coordinator**  
**County Administration**  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

*People Focused. Performance Driven.*

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.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
TOURIST DEVELOPMENT COUNCIL**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Ms. SATISH R PATEL		<b>Date:</b> 9/30/2019 9:48:27 PM	
<b>Home Address:</b>	402 meadow ridge drive tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 980-4931	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	satishrp_99@yahoo.com	<b>How many years have you lived in Leon County?</b>	16

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	OHM Tallahassee LLC	<b>Work Address:</b>	402 meadow ridge drive 1695 Capital cir NW tallahassee, FL 32312
<b>Occupation:</b>	Hotel Owner/Operator		
<b>Work/Other Phone:</b>	(850) 575-5885 Ext.162		

**(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.

<b>Race:</b>	Asian	<b>Gender:</b>	M	<b>Age:</b>	55
<b>District:</b>		<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Paresh Master	<b>Name:</b>	Michelle Wortman
<b>Address:</b>	2530 Ulysses Road tallahassee FI 32312	<b>Address:</b>	1421 Nashville Dr. Tallahassee FI 32304
<b>Phone:</b>	(850) 566-1987	<b>Phone:</b>	(850) 273-2306

<b>Resume Uploaded?</b>	No
<p>If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.</p>	

**(COMMITTEE QUESTIONNAIRE)**



## IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?\* **Yes**

If yes, on what Committee(s) are you a member? *Tourism Development Council*

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure if applicable?\* **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

### Members must be electors of Leon County.

Are you registered to vote in Leon County? **Yes**

### Members must represent one of the following categories.

☒ An owner or operator of hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the Tourist Development Tax.

Please explain:

☐ A person involved in the tourist industry and who has demonstrated an interest in tourist development, but who is not an owner or operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the Tourist Development Tax.

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

Signature: *Mx SATISH R PATEL*

The application was electronically sent: 9/30/2019 9:48:27 PM

# Satish Patel

[satishrp\\_99@yahoo.com](mailto:satishrp_99@yahoo.com)  
850.980.4931

402 Meadow Ridge Drive Tallahassee, FL 32312

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## Entrepreneur

Satish is an entrepreneur with an analytical skill set, experience and extensive education in business and leadership. Speaks English (primary), Gujarati, and Hindi with excellent communication and interpersonal skills. A fast Learner with strong time management and multi-tasking skills. Strong work ethic in team and individual settings driving project success and efficiency.

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## EMPLOYMENT & EXPERIENCE

### Sleep Inn

Tallahassee, Florida

*General Manager*

*05/2004 - Present*

- Encourage team members to meet and exceed objectives by setting goals, tracking performance on a daily basis and implementing improvement strategies
- Screen, Interview, Hire and Train new and current employees
- Communicate with guests as soon as issues arise to immediately determine resolution before problems escalate
- Designed sales and service strategies to improve revenue and retention
- Coordinate monthly budgets, manage profits and losses, and consistently meet desired margin targets

### Gujarati Samaj of Tallahassee

Tallahassee, Florida

*President*

*01/2019 - Present*

- Organize corporate events, including luncheons/dinners, conferences and special events
- Assess event planning services and related costs, capitalize on opportunities to cut costs and drive revenue generation
- Assess event success and uncover room for improvement through client feedback

---

## EDUCATION

### **Humboldt State University**

*Arcata, California*

*Computer Science (Bachelors of Science)*

### **Birla Vishvakarma Mahavidyalaya University**

*Anand, India*

*Statistics (Bachelors of Science)*

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## Professional Affiliations

**Member of Choice Hotels International**

**Member of Gujarati Samaj of Tallahassee**

**Member of Asian Association of Hotel Owners**

**Member of Tallahassee Tourism Development Council**



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
TOURIST DEVELOPMENT COUNCIL**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.  
Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. Mark Phillip Xenophon		<b>Date:</b> 9/25/2019 1:48:54 PM	
<b>Home Address:</b>	1217 Talbot Ave Tallahassee, FL 32308	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(352) 212-8940	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	m.xenophon@me.com	<b>How many years have you lived in Leon County?</b>	13

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Union Managment Company - Four Points	<b>Work Address:</b>	316 W Tennessee St Tallahassee, FL 32308
<b>Occupation:</b>	General Manager		
<b>Work/Other Phone:</b>	(850) 422-4205		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	32
<b>District:</b>	District I	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Bo Schmitz	<b>Name:</b>	Cheryl Horne
<b>Address:</b>	824 Railroad Ave	<b>Address:</b>	824 Railroad Ave
<b>Phone:</b>	(616) 644-5874	<b>Phone:</b>	(850) 339-4407

**Resume Uploaded?** Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

**(COMMITTEE QUESTIONNAIRE)**

## IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?\* **No**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure if applicable?\* **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

### Members must be electors of Leon County.

Are you registered to vote in Leon County? **Yes**

### Members must represent one of the following categories.

☒ An owner or operator of hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the Tourist Development Tax.

Please explain: **General Manager of the Four Points Tallahassee Downtown**

☐ A person involved in the tourist industry and who has demonstrated an interest in tourist development, but who is not an owner or operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the Tourist Development Tax.

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

Signature: **Mr. Mark Phillip Xenophon**

The application was electronically sent: **9/25/2019 1:48:54 PM**

---

## MARK XENOPHON

Phone 352-212-8940  
Email [m.xenophon@me.com](mailto:m.xenophon@me.com)  
LinkedIn [www.linkedin.com/in/mxenophon](http://www.linkedin.com/in/mxenophon)

### *Profile*

General Manager with over 13 years of delivering positive sustained results in the hospitality industry. Proven success in growing revenue and profitability through efficient operational and revenue strategies. Proficient in all aspects of management including training, marketing, human resources, accounting, operations, guest satisfaction and problem resolution.

### *Experience*

#### **General Manager, Four Points by Sheraton; Tallahassee, FL — 2018 - Present**

- Increased revenue by 12.5% and profit margin by 6% year over year through leadership structure and sell strategy changes.
- Converted all front & back of house property systems to new brand architecture.
- Oversee/Oversaw construction and opening of new 5,000 sq.ft. indoor/outdoor event venue.
- Responsible for annual budget creation, forecasting and capital expenditure planning and execution.
- Introduced additional benefits to increase associate morale and retention without increasing budget.

#### **Director of Operations, Four Points by Sheraton; Tallahassee, FL — 2015 - 2017**

- Introduced manager internship program which resulted in the training and retention of a director and three department managers.
- Served on executive committee for hotel management team.
- Created and conducted training of all department heads in conjunction with restructuring, resulting in property ranking increasing by 17 spots on Trip Advisor in the Tallahassee area.

#### **Director of Food and Beverage, Four Points by Sheraton — 2013 - 2015**

- Returned the department to profitability through the hiring of a renowned culinary leader and changes to the department strategies.
- Designed and managed the introduction of an additional revenue stream with the addition of a poolside bar and local community memberships.
- Increased revenue by 23% in 2 years and profit margin by 75% by developing core competencies and department identity.

*Experience  
Continued*

**Restaurant Manager, Four Points by Sheraton Tallahassee FL – 2012 - 2013**

- Decreased standing inventory by 30% while increasing revenue by 17% through menu and pricing analysis.
- Increased restaurant online presence through continued social media and website content management.
- Executed various sustainability initiative in order to reduce waste, cost and contribute to the LEED certification of the property.

**Trainer, Cracker Barrel, Tallahassee FL – 2006 - 2012**

- Completed corporate training program with new hires on a weekly basis.
- Shift leader on peak business days, assisting leadership team with daily planning.

*Education*

**Florida State University, Tallahassee, FL - bachelor's degree in biology, Business and Chemistry minors - 2010**

*Organizations*

Rotary international, Sunrise Rotary Board Member & Membership Chair; Sustainable Tallahassee, Florida Restaurant and Lodging Association, Chef's Sampler Vendor, Motor Board Honor Society Alumni, Tallahassee Network of Young Professionals.

*Skills & Attributes*

Positive attitude - Excellent communication - Self-motivated - Outgoing and dependable - Learns new concepts quickly - Works well under pressure - Google Analytics & Production - Adobe Creative Suite - Microsoft Office - LEED Silver

*References*

Available upon request



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
TOURIST DEVELOPMENT COUNCIL**

**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@leoncountyl.gov.**  
**Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. Matt J Thompson		<b>Date:</b> 9/18/2019 8:49:47 AM	
<b>Home Address:</b>	510 Bobbin Brook Lane Tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 559-4855	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	matt@madisonsocial.com	<b>How many years have you lived in Leon County?</b>	12

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	For The Table Hospitality	<b>Work Address:</b>	510 Bobbin Brook Ln Tallahassee, FL 32312
<b>Occupation:</b>	Managing Partner		
<b>Work/Other Phone:</b>	(850) 559-4855		

**(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.

<b>Race:</b> White	<b>Gender:</b> M	<b>Age:</b> 42
<b>District:</b>	<b>Disabled?</b> No	

**(RESUME AND REFERENCES)**

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

<b>Name:</b> Amanda Morrison	<b>Name:</b> Jay Revell
<b>Address:</b> 1601 Golf Terrace Dr, Tallahassee, FL 32301	<b>Address:</b> 300 E Park Ave, Tallahassee, FL 32301
<b>Phone:</b> (850) 228-6817	<b>Phone:</b> (850) 567-9419

**Resume Uploaded?** Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

**(COMMITTEE QUESTIONNAIRE)**

## IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?\* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?\* **Yes**

If yes, on what Committee(s) are you a member? **Tourism and Development (TDC)**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure if applicable?\* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)\* **Yes**

If yes, please explain **Abstain from all votes for grants in and around my businesses**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?\* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?\* **No**

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**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?\* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?\* **No**

### Members must be electors of Leon County.

Are you registered to vote in Leon County? **Yes**

### Members must represent one of the following categories.

- ☐ An owner or operator of hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the Tourist Development Tax.
- ☒ A person involved in the tourist industry and who has demonstrated an interest in tourist development, but who is not an owner or operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the Tourist Development Tax.

Please explain: **Hospitality owner**

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

Signature: *Mr. Matt J Thompson*

The application was electronically sent: 9/18/2019 8:49:47 AM



# MATTHEW THOMPSON

510 Bobbin Brook Lane  
Tallahassee, FL 32312  
850.559.4855  
thompmat@tcc.fl.edu

## EXPERIENCE

### **For The Table Hospitality Managing Partner**

**07/13- Present**

- All owner responsibilities including profit and loss analysis, branding, and customer experience for Madison Social, Township, Centrale, SoDOUGH, Social Catering & Events, Happy Motoring

### **The Zimmerman Agency- Tallahassee, FL Director of Digital Strategy**

**09/07- Present**

- **Key Client List:** Flowers Foods (makers of Nature's Own bread), Costa Del Mar, Sanderson Farms, Florida Prepaid College Fund, The Yachts of Seabourn, Tropical Smoothie Cafe, Cooper Tires, Firehouse Subs
- **Estimated Client Values:** Annual contract value of my client list exceeds \$50 million in billings
- **Primary Responsibilities:**
  - Manage 20+ person social media department that drives content marketing, community engagement, and analysis for 50 social media clients
  - Constant ideation on the ever-changing digital landscape and how it affects each client
  - Vendor relationships and negotiation of all facets of deliverables
  - Project/campaign direction, analysis, and account profitability
  - Ensuring collaboration among project team members of all disciplines

### **University of Central Florida- Orlando, FL Instructor**

**08/03-12/06**

- Taught various communication courses including public speaking and professional business communication
- Published in academic journals on how emerging communication channels such as blogs, wikis, and podcasts affected student learning
- Worked on Apple's initiative to bring iTunes University to campus
- Won first ever "First Year Student Advocate Award" where students selected me to have biggest impact on their Freshman year

## EDUCATION

**Florida State University- Tallahassee, FL**

**06/99-12/00**

Master of Science-. Interactive Communication and New Information Technologies

**Florida State University- Tallahassee, FL**

**08/95-05/99**

Bachelor of Science- Public Relations

**COMMUNITY INVOLVEMENT/AWARDS**

Tallahassee Chamber Board of Directors Member- 2015


Tallahassee Entrepreneur Organization- 2015

Leadership Tallahassee Pace Setter Award- 2016

Leon County Tourist Development Council Board Member-2015

# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT TOURIST DEVELOPMENT COUNCIL

Attachment #13  
Page 1 of 6

<p><b>It is the applicant's responsibility to keep this information current.</b>  <b>To advise the County of any changes please contact Mary Smach</b>  <b>by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</b>  <b>Applications will be discarded if no appointment is made after two years.</b></p>			
Name: Malinda Horton		Date: 9/6/2018 3:24:22PM	
Home Phone: (850) 942-5247	Work Phone: (850)222-6028X	Email: fam@flamuseums.org	
Occupation: EXECUTIVE DIRECTOR	Employer: FLORIDA ASSOCIATION OF MUSEUMS		
Preferred mailing location: Home Address			
Work Address: PO BOX 10951			
City/State/Zip: TALLAHASSEE, FL 32302			
Home Address: 459 CEDAR HILL ROAD			
City/State/Zip: TALLAHASSEE, FL 32312			
Do you live in Leon County? Yes	If yes, do you live within the City limits? No		
Do you own property in Leon County? Yes	If yes, is it located within the City limits? No		
For how many years have you lived in and/or owned property in Leon County?		53 years	
Are you currently serving on a County Advisory Committee?		No	
If yes, on what Committee(s) are you a member?			
Have you served on any previous Leon County committees?		No	
If yes, on what Committee(s) are you a member?			
<p>Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.</p> <p><input type="checkbox"/> Owner or Operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County</p> <p><input checked="" type="checkbox"/> Person involved in the tourist industry and who have demonstrated an interest in tourist development</p> <p>All members of the Council shall be electors of the County.</p> <p>Are you a registered voter in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p><b>(OPTIONAL)</b> Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian      Sex: Female      Age: 53.00</p> <p>Disabled? No      District: District 3</p>			
<p><b>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</b></p>			

BACKGROUND INFORMATION: AS A LIFETIME RESIDENT OF LEON COUNTY, I HAVE ALWAYS HELD A STRONG LOVE AND APPRECIATION FOR OUR COUNTY'S QUALITY OF LIFE AND ITS ABUNDANCE OF NATURAL, CULTURAL, HISTORIC AND SPORT RESOURCES.

Attachment #13  
Page 2 of 6

THROUGHOUT MY PERSONAL AND PROFESSIONAL LIFE, I HAVE ALWAYS FELT A COMMITMENT TO SHARE AND MAKE OTHERS AWARE OF THIS WONDERFUL PLACE I CALL HOME. IT IS ALSO ONE OF THE REASONS MY PROFESSIONAL AND PERSONAL LIFE HAS EMBRACED A STRONG TOURISM AND HOSPITALITY ELEMENT TO IT.

~~AS THE EXECUTIVE DIRECTOR OF FLORIDA'S ASSOCIATION OF MUSEUMS I WORK NOT ONLY FOR MY~~  
MEMBER MUSEUMS ACROSS THE STATE, I ALSO WORK WITH A BROAD RANGE OF OTHER CULTURAL ENTITIES RANGING FROM PUBLIC ARTISTS TO PERFORMING ARTS CENTERS. THE MAJORITY OF MUSEUMS IN LEON COUNTY (AS WELL AS SURROUNDING COUNTIES) ARE MY MEMBERS AND I WORK CLOSELY WITH THEIR LEADERSHIP AND STAFF AND ADVOCATE FOR THEIR INTERESTS.

I JUST RECENTLY COMPLETED MY CURRENT TERM ON VISIT FLORIDA'S BOARD AND HAVE BEEN REAPPOINTED FOR ANOTHER 2 YEAR TERM. DURING MY OVER 10 YEAR'S OF SERVICE ON VISIT FLORIDA'S BOARD, I HAVE WORKED DILIGENTLY TO PROMOTE OUR STATE'S TOURISM INDUSTRY AND ECONOMIC IMPACT. I HAVE SERVED AS THEIR CHAIR FOR INDUSTRY RELATIONS COMMITTEE, VISITOR SERVICES COMMITTEE, AND VICE CHAIR OF THEIR MARKETING COUNCIL.

I HAVE WORKED CLOSELY WITH CAROL DOVER AND HER STAFF AT THE FLORIDA RESTAURANT AND LODGING ASSOCIATION. THROUGH THAT ASSOCIATION, I GAINED GREAT INSIGHT AND UNDERSTANDING OF OUR LODGING AND RESTAURANT INDUSTRY AND THEIR NEEDS.

FINALLY, I HAVE ALSO HAD THE PLEASURE OF SERVING ON THE BOARD OF TRUSTEES FOR THE TALLAHASSEE MUSEUM FOR OVER TEN YEARS WITH THREE OF THOSE YEARS SERVING AS CHAIR FOR THEIR BOARD. THROUGH THAT TIME, I WORKED CLOSELY WITH RUSSELL DAWS AND CAME TO LEARN ABOUT AND APPRECIATE THE SIGNIFICANT WORK AND CONTRIBUTIONS THE TDC PROVIDES TO OUR COMMUNITY, OUR HOTELS, RESTAURANTS AND ATTRACTIONS.

THROUGH MR. DAWS, AS WELL AS MY OWN OBSERVATIONS, I HAVE WITNESSED THE MANY POSITIVE CHANGES, CONTINUED GROWTH, AND MANY ACCOMPLISHMENTS THAT HAVE TAKEN PLACE IN OUR TOURISM AND HOSPITALITY INDUSTRY. I HAVE ALSO BEEN AMAZED AND EXCITED TO SEE SO MANY POSITIVE DEVELOPMENTS THAT HAVE TAKEN PLACE IN OUR COUNTY IN JUST THE PAST 3-4 YEARS. I REALLY FEEL THAT LEON COUNTY IS AT AN IMPORTANT TIPPING POINT FOR A FUTURE WITH MUCH GREATER ECONOMIC GAINS AND TOURISM GROWTH.

I BELIEVE THAT MY PASSION AND LOVE FOR LEON COUNTY AND ITS TOURISM INDUSTRY, ALONG WITH MY PROFESSIONAL SKILLS, KNOWLEDGE, AND WORK WITH CULTURAL ORGANIZATIONS, ASSOCIATIONS, HOTELS AND RESTAURANTS, AND MEMBERSHIP AND MARKETING ACTIVITIES MAKES ME UNIQUELY QUALIFIED TO MAKE A POSITIVE CONTRIBUTION TO AND SUPPORT OF THE STRONG LEADERSHIP OF VISIT TALLAHASSEE AND THE TDC, ITS NEW STRATEGIC PLAN AND ALL OF ITS PARTNERS IN THE HOSPITALITY AND ATTRACTION INDUSTRY.

I HOPE YOU WILL GIVE SERIOUS CONSIDERATION TO MY APPLICATION AND IF APPOINTED, I CAN ASSURE YOU THAT YOU WILL NOT BE DISAPPOINTED.

THANK YOU.

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

Attachment #13  
Page 3 of 6

Name: RUSSELL DAWS  
Address: 3945 MUSEUM DRIVE

Telephone: 850-575-8684

Name: CAROL DOVER  
Address: 230 SOUTH ADAMS STREET

Telephone: CAROL DOVER

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?  
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No  
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No  
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)  
No  
If yes, please explain.

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

Signature: Malinda Horton

This application was electronically sent: 9/6/2018 3:24:22PM

# MALINDA J. HORTON

Attachment #13  
Page 4 of 6

459 Cedar Hill Road  
Tallahassee, FL 32312  
850/222-6028

## **EDUCATION:**

Florida State University – Tallahassee, Florida  
B.S. Degree in Political Science – December, 1986

## **WORK EXPERIENCE:**

### **Florida Association of Museums – Executive Director – January 1995 to Present**

Responsible for all aspects of Association management including: processing memberships, layout and design of membership brochure, monthly billing for membership renewals, preparation and design of newsletters, processing payables, reconciliation of accounts, providing lobbying services, tracking legislation, drafting legislation and amendments and meeting with Legislators and state agencies. Organizing annual conference which includes site selection, preparation of registration materials, solicitation of vendors for exposition, selecting an exhibit services company, preparation of vendor registration, designing meeting program, designing and preparing name tags and collecting information to be included in registrant's folders. Organizing quarterly board meetings, which includes site selection, preparation of draft agenda, preparation of board materials and updating of board manual.

### **Florida Association of Public Art Administrators – Manager – January 1998 to Present**

Responsible for all aspects of Association management including: filing articles of incorporation and bylaws, development of membership database, processing memberships, monthly billing for membership renewals, reconciliation of accounts, compilation and gathering of resource library and assistance with quarterly meetings.

### **UWF Historic Trust – Interim Executive Director – January 2012 to June 2015**

Responsible for all aspects of organization management including: supervising staff, liaison with UWF and board of directors, heritage tourism, operations, implementation of strategic plan, oversight of committee work, and fiscal management.

### **Florida Trust for Historic Preservation – Legislative Lobbyist – November 2002 to June 2012**

Responsible for monitoring legislation, testifying at committee meetings and advocating on behalf of historic preservation in the appropriations process.

### **Florida Police Benevolent Association – Legislative Lobbyist – December 1993 to January 1995**

Contact and confer with members of the Florida Legislature and other holders of public office to persuade them to support legislation favorable to PBA's interests. Study proposed legislation to determine possible effects on the interest of PBA. Confer with legislators and

officials to emphasize supposed weaknesses or merits of specific bills to influence passage, defeat, or amendment of measure, or introduction of legislation more favorable to PBA's interests. Prepare talk sheets in order to state PBA's views and to inform the public of features of proposed legislation considered desirable or undesirable. Plan and coordinate meetings between members and elected officials to discuss legislative issues and proposals and allow officials to respond to membership concerns. Organizing and coordinating political screenings statewide. Prepare weekly legislative updates for chapter and charter Presidents of the PBA. Contact regulatory agencies and testify at public hearings to enlist support for PBA's interests.

**Spectrum Resources, Inc. – Executive Director – December 1993 to July 1994**

Conduct research in areas of demographics, voter behavior, survey and opposition research for both political and issue campaigns. Assists clients by producing both print and electronic media, writing news releases, designing press kits and dealing with industry experts. Assist in promoting associations and clients through effective advertising and public relations by producing radio and T.V. advertisements and designing direct mail pieces through state-of-the-art desk-top publishing software. Aid clients in all aspects of campaign management and association management services including membership and communication services.

**Michael W. Dugger, Attorney at Law – January 1989 to December 1993**

(Comprised of the Law Office, Capitol Information Associates, Inc, Florida Association of Museums, Psychiatrists Organized for Political Activity)

**Capitol Information Associates, Inc. – General Manager**

Duties consisted of selling subscriptions to the bill tracking service, tracking bills, collecting and inputting data into a complex computer system and producing personalized reports for each client, processing payables, monthly billing and reconciliation of accounts. Also, collection and input of data, including candidate interviews and research at Division of Elections, relating to campaign reports and statistics for statewide, legislative, and congressional candidates.

**Florida Association of Museums – Assistant Executive Director**

Process memberships, layout and design membership brochure, monthly billing for membership renewals, preparation and design of newsletter, process payables and reconciliation of accounts. Organize annual meeting which includes site selection, preparation of registration materials, solicitation of vendors for trade show, selection of an exhibit services company, preparation of vendor registration, set-up meeting program and design, design and prepare name tags and collect information to be included in registrant's folders. Coordinate trade show set-up and breakdown, coordinate registration for vendors, and registrants.

**Psychiatrists Organized for Political Activity – Administrative Assistant**

Duties included receipt of contributions, process payables, reconciliation of accounts, and preparing reports to be filed with the Division of Elections for the political action committee.





**Leon County  
Board of County Commissioners  
Notes for Agenda Item #25**

# Leon County Board of County Commissioners

## Agenda Item #25

October 15, 2019

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

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

Herbert W.A. Thiele, County Attorney

**Title:** Approval of a Short List of Candidates for the County Attorney Position

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andy Johnson, Assistant to the County Administrator Candice Wilson, Director of Human Resources

### **Statement of Issue:**

This item seeks Board consideration to establish a short list of candidates to interview for the County Attorney position.

### **Fiscal Impact:**

This item has a fiscal impact. At the July 9, 2019 meeting, the Board authorized providing reimbursements for travel and per diem expenses for candidates invited to interview. Adequate funding is included in the FY 2020 budget to pay for these expenses.

### **Staff Recommendation:**

- Option #1: Approve the short list of candidates, as may be amended by the Board, to interview for the County Attorney position.
- Option #2: Schedule a Special Meeting on October 29, 2019 at 12:30 p.m. to conduct finalist interviews.
- Option #3: Cancel the October 28, 2019 County Attorney Interview Workshop and the October 29, 2019 Regular Meeting.

## **Report and Discussion**

### **Background:**

This item presents and seeks the Board's approval of a recommended short list of candidates to interview for the County Attorney position. The current County Attorney, Herbert W.A. Thiele, was hired in February 1990 and commenced work on April 30, 1990. On March 20, 2015, the County Attorney informed the Board of County Commissioners that because of the regulations of the Florida Retirement System (FRS) and his election to participate in the Deferred Retirement Option Program, his final day of employment with Leon County would have to occur on or before March 31, 2020. The County Attorney plans to retire effective March 31, 2020.

At the July 9, 2019 meeting, the Board approved a comprehensive recruitment and selection process including all steps and timelines associated with the recruitment, evaluation, and hiring of a new County Attorney. Consistent with this process, the County Attorney position vacancy was advertised from July 19 through September 2 on the County's website. A recruitment brochure for the position (Attachment #1) was also promoted through the County's social media platforms as well as several industry association publications and organizations including the Florida Bar, International Municipal Lawyers Association, Florida Association of Counties, Florida Association of County Attorneys, the Florida Association of Women Lawyers, the Tallahassee Barristers Association, and the Tallahassee Democrat. The County received 12 total applicants for the position, 10 of whom met the minimum qualifications for the position.

### **Analysis:**

Following the application deadline, a Screening Committee consisting of the County Administrator and County Attorney, met on September 9 and October 3 to conduct a preliminary evaluation of all applications received and compiled a short list of four candidates with diverse backgrounds and experience to recommend to the Board for further consideration. Prior to submitting the short list of candidates to the Board, Human Resources staff conducted thorough background checks on each proposed finalist, verified each finalist's education and employment history and confirmed the candidate's continued interest in the position.

### **Screening Committee's Recommended Short List**

Based upon the education, experience, skills, and qualifications of each candidate, the Screening Committee recommends a short list of four candidates for the Board to interview and consider further. Two of the recommended candidates, Cynthia Everett and Mark Moriarty, were terminated from recent local government positions. However, based upon background and reference checks as described above, the Screening Committee determined that the circumstances of their terminations did not involve malpractice or other professional misconduct and should not disqualify the candidates from further consideration for the County Attorney position. Application materials, including the results of reference checks, for each of the four recommended candidates are included as Attachments #2 through #5 to this agenda item, and the materials for the remaining six candidates determined to have met the minimum qualifications for the position are included in Attachment #6.

The four recommended candidates are presented below in alphabetical order along with a brief overview of each candidate's qualifications and experience:

- **Cynthia Everett:** 37 years of experience practicing law, including 7 years of experience serving as the City Attorney for Opa-Locka and Fort Lauderdale, Florida. 14 additional years of experience practicing local government law in private practice including serving as the Village Attorney for Pinecrest, Florida on a contract basis. Also served for 6 years as Assistant U.S. Attorney in the Southern District of Florida and 7 years as Assistant State Attorney in the Miami-Dade County State Attorney's Office. Member of the Florida Bar in good standing with Board certification in Labor and Employment Law.
- **Mark Moriarty:** 23 years of experience as in-house legal counsel for three Florida municipalities. Served as Assistant City Attorney for Fort Myers, Florida from 1996 to 2014; City Attorney of North Port, Florida from 2014 to 2017; and Assistant City Attorney for Cape Coral, Florida from 2017 to present. Member of the Florida Bar in good standing and is a Board-Certified Specialist in City, County, and Local Government Law. Served as Past Chair of the City, County, and Local Government Law Section of the Florida Bar.
- **Chasity O'Steen:** 16 years of experience practicing law, including 5 years of experience serving as General Counsel or Deputy General Counsel for the Florida Department of Children and Families, the Florida Department of Financial Services, and the Florida Department of Management Services. 10 years of experience practicing local government law in private practice with Sniffen & Spellman, P.A., Rose, Sundstrom & Bentley, LLP (now Sundstrom & Mindlin, LLP), and Hopping, Green & Sams, P.A. Member of the Florida Bar in good standing. Board-Certified in City, County and Local Government Law, 2012-2016.
- **LaShawn Riggins:** 13 years of experience practicing law, including 8+ years of legal experience with Leon County Government. Served as Assistant County Attorney beginning in 2011 and was promoted in 2017 to Deputy County Attorney. 5 years of experience serving as Assistant State Attorney in Florida's First Judicial Circuit. Member of the Florida Bar in good standing.

#### Next Steps – Interviewing, Selecting, and Hiring a Candidate:

- *Conducting Interviews with Finalists*

The proposed interview format will consist of two stages. The first set of interviews will be one-on-one with each Commissioner in the Commissioner's office for 30 minutes on a rotating basis, from 8:00 a.m. to 11:30 a.m. on October 29. This round of one-on-one interviews would not be subject to Florida's Sunshine Laws relating to open meetings. Prior to the interviews being conducted, the Board will be provided with suggested interview questions. Commissioners will be able to use these suggested questions or develop their own follow-up questions.

Following the one-on-one interviews, it is recommended that the Board convene in a Special Meeting at 12:30 p.m. the same afternoon, to interview candidates before the Board as a whole. Board interviews will be scheduled in 1-hour blocks. During the group interview phase, staff will provide a standardized list of questions for Commissioners to

utilize with each candidate. These standardized questions will be provided in order to ensure that each interview is consistent and does not raise issues of unfairness or bias.

At the July 9, 2019 meeting, the Board approved the original schedule which included a Workshop on Monday, October 28, 2019 to conduct interviews with finalist candidates. At the September 17 meeting, Commissioners requested staff explore an alternate date for the interviews due to potential scheduling conflicts. As such, this item recommends the Board cancel the October 28 Workshop and instead schedule a Special Meeting on October 29, 2019 at 12:30 p.m. to conduct finalist interviews. This would also entail canceling the Board's October 29 Regular Meeting. This would provide ample time for the Board to conduct interviews as a group, rank the candidates, and determine the Board's preferred candidate and alternate(s).

- *Selecting a Preferred Candidate and Alternate(s)*

At the conclusion of the group interview phase, the Board will transition to the ranking and selection process with the intent to establish a top-ranked candidate as well as one alternate candidate. As approved by the Board at the July 9 meeting, the selection process will consist of a numerical ranking, as follows:

- Each Commissioner will be provided with a ranking sheet and asked to assign the highest number to the Commissioner's preferred candidate and proceeding to the lowest number for their least preferred candidate. (For example, if there are 5 candidates interviewed, a Commissioner would place a "5" for their most preferred candidate, followed by a "4" for their second choice, etc.)
- A brief break will be taken during the Workshop while staff totals the individual ranking sheets.
- Upon reconvening, the Board will be provided with the cumulative rankings.

Depending upon the Board's cumulative rankings, the Board may at this time determine that there is a clear first and second choice candidate. If this occurs, the Board would proceed to a formal vote to approve the first and second choice candidates and authorize the Chairman to begin the negotiation process. Consistent with the provisions of the County Ordinance for hiring of the County Attorney, this vote will require the approval of a majority plus one of the Commission.

If there is not a clear first and second choice candidate, a second round of ranking would occur. To assist the Board in determining a preferred candidate, candidates receiving the lowest scores in the first round would no longer be considered in this second round. Consistent with the voting threshold required to ultimately appoint the new County Attorney, a majority-plus-one vote of the Board would determine the candidates to be considered for this second round. Subsequent to this vote, the second round of ranking would occur. Following this process, it is anticipated that a clear first and second choice candidate would emerge. The Board would proceed to a formal vote to approve the first and second choice candidates to be followed by the negotiation process as outlined in the next section.

- *Negotiating a Contract and Start Date*

Once the Board has selected its preferred candidate, staff recommends that the Board authorize the Chairman to negotiate an employment agreement. The County Administrator and County Attorney will assist the Chairman in the negotiation process. Consistent with industry norms, the County's employment agreement with its County Attorney, would specify a base salary negotiated based upon the candidate's professional qualifications and experience as well as benefits such as retirement and deferred compensation contributions, health insurance contributions, a vehicle allowance, and possible moving expenses.

Beyond compensation, the employment agreement should also include considerations regarding terms and conditions of the County Attorney's employment. This may include a specific term of employment, permitting either the local government or the County Attorney to terminate in accordance with Sec. 2-132 of the Leon County Code of Laws. It should also include a section providing the County Attorney with severance pay for a fixed period if he or she is terminated by the County, which provides a stable working situation created by an employment agreement that can help to attract and retain top-flight attorneys. Pursuant to Sec. 215.425, Florida Statutes, the employment agreement must limit severance pay to no more than 20 weeks of compensation and must prohibit the provision of severance pay in instances where the employee has been terminated for misconduct.

Staff recommends that an employment offer, that includes all of the terms and conditions described above, be made to the preferred candidate through the Chairman by November 1, 2019. This would provide the Board with the ability to have a transition period for the new County Attorney before the current County Attorney's retirement date on March 31, 2020 should the Board wish to do so. A start date of February 3, 2020 would provide a two-month transition period, or a start date of March 2, 2020 would provide a one-month transition period.

Once negotiations are complete, a final draft employment agreement would be brought back to the Board for final approval at either the November 12 or December 10 regular meeting. As provided in Leon County Ordinance No. 2018-07 (Attachment #7), the County Attorney must be appointed by an affirmative vote of a majority plus one of the entire Board of County Commissioners. In addition, the Ordinance states that the County Attorney shall be chosen on the basis of his or her professional qualifications, legal and executive experience, and ability to serve as the county attorney of the County and shall reside within Leon County during his or her tenure as County Attorney.

#### Summary – Proposed Timeline:

The following table illustrates the remaining timelines associated with the recruitment and selection process:

Date	Recruitment & Selection Process
October 15, 2019 <i>BOCC Meeting</i>	BOCC approves a short list of finalist candidates
October 29, 2019	Individual Commissioner interviews conducted from 8:00 to 11:30 a.m.
October 29, 2019 <i>BOCC Special Meeting</i>	Entire Board interviews conducted beginning at 12:30 p.m.; preferred candidate and alternate(s) selected
November 1, 2019	Chairman makes initial offer of employment to preferred candidate
November 12 OR December 10 <i>BOCC Meeting</i>	Board of County Commissioners approval of employment contract
February 3, 2020 OR March 2, 2020	Target start date for new County Attorney
March 31, 2020	Current County Attorney retirement date

**Options:**

1. Approve the short list of candidates, as may be amended by the Board, to interview for the County Attorney position.
2. Schedule a Special Meeting on October 29, 2019 at 12:30 p.m. to conduct finalist interviews.
3. Cancel the October 28, 2019 County Attorney Interview Workshop and the October 29, 2019 Regular Meeting.
4. Board direction.

**Recommendation:**

Options #1-3

**Attachments:**

1. County Attorney recruitment brochure
2. Application materials – Cynthia Everett
3. Application materials – Mark Moriarty
4. Application materials – Chasity O’Steen
5. Application materials – LaShawn Riggans
6. Application materials for remaining candidates meeting minimum qualifications
7. Leon County Ordinance No. 2018-07 “Officers, Employees, and Departments”



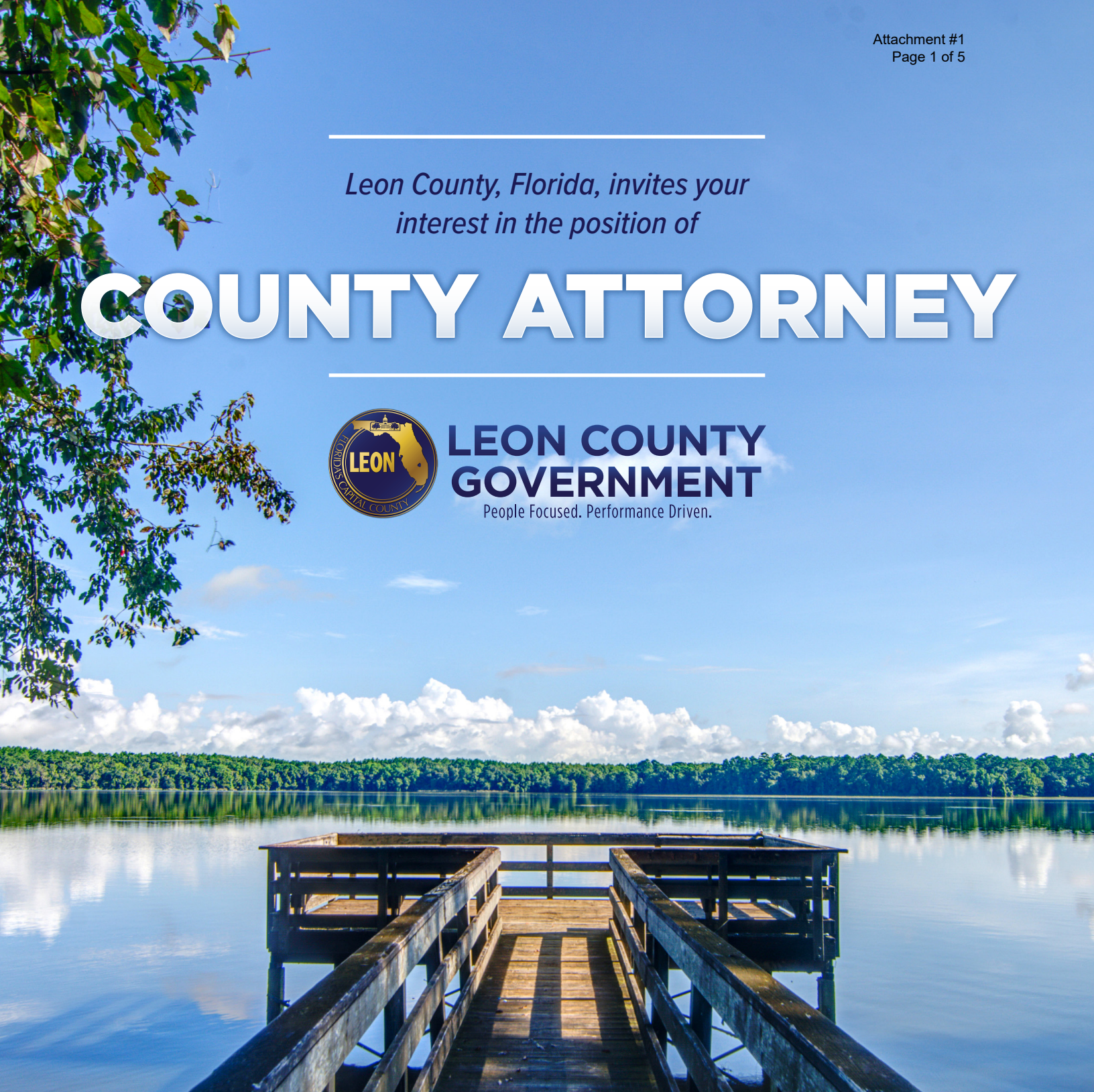
*Leon County, Florida, invites your  
interest in the position of*

# COUNTY ATTORNEY



**LEON COUNTY  
GOVERNMENT**

People Focused. Performance Driven.





# THE COMMUNITY

Leon County is located in north central Florida adjacent to the Georgia state line and halfway between Jacksonville and Pensacola. The County was named after the Spanish explorer Juan Ponce de León. He was the first European to explore Florida in 1513 in search of the “Fountain of Youth” and named the state after the Spanish word for “flowery.”

The County has a population of 287,899 and encompasses approximately 700 square miles. The City of Tallahassee, population 190,000, is the County seat, Florida’s state capital, and the only incorporated city within the County. The City of Tallahassee covers about 100 square miles, and roughly 34 percent of Leon County residents live outside the Tallahassee city limits.



*Capital City Amphitheater*

Leon County is a rapidly growing area known throughout the Florida Panhandle as a center for economic development, outdoor adventure, culture, and a hub for state government. The community hosts many festivals throughout the year, including Downtown GetDown, First Friday, Greek Food Festival, Red Hills Horse Trials, Opening Nights, Sundown Summer Series, Southern Shakespeare Festival, Springtime Tallahassee, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Tallahassee Wine and Food Festival, Winter Festival, and others. The County has an energetic atmosphere as the home of the state capital, two major universities, and many other attractions that provide a variety of cultural and sporting event opportunities.



*Lake Bradford*

Leon County is home to the most highly educated population in Florida with 45.2% of its residents having either a Bachelor’s, Master’s, professional or Doctoral degree. The national average is 30.3%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including Florida State University, Florida Agricultural & Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

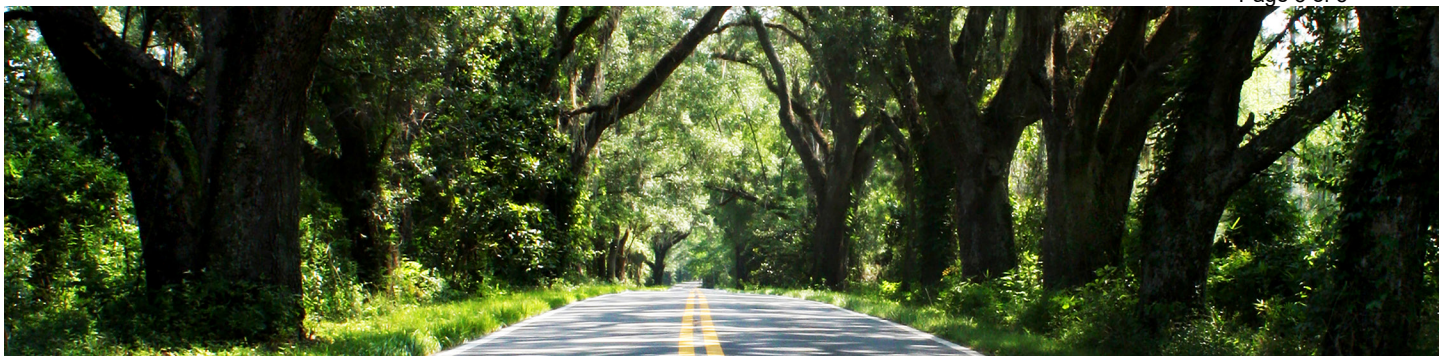
The County has many national law firms, lobbying organizations, trade associations and professional associations including the Florida Bar and the Florida Chamber of Commerce. The County is also home to the National High Magnetic Field Laboratory, the largest and highest-powered magnetic research laboratory in the world. Major employers in the area include the State of Florida, Florida State University, Leon County Schools, Tallahassee Memorial HealthCare, City of Tallahassee, Publix Supermarkets, Tallahassee Community College, Florida Agricultural & Mechanical University, Leon County, and Capital Regional Medical Center. The 2017 racial demographics of the county are 56.7% White; 31.6% Black; 6.4% Hispanic; 3.6% Asian; and 1.7% Other, with a median household income of more than \$48,248.

The area offers exceptional local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 233 days of sunshine each year, Leon County has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as freshwater springs, beaches within a one-hour drive and nearby hunting and fishing. The County is home to more than 78 miles of canopy roads where the limbs of moss-draped live oaks, sweet gums, hickory trees and pines provide a towering canopy over roads that were once paths traveled by native tribes. The warm climate, ethnic diversity, natural beauty, stable economy, a variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.



*Springtime Tallahassee Festival*





## THE ORGANIZATION

Leon County Government is guided by an elected, seven-member Board of County Commissioners. Five members of the Board are elected to serve specific Commission districts, and two members are elected at-large. Leon County Government is a Commission-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives, and policies of the County. Due to this strong and consistent leadership, since 2013, Leon County has been recognized with 68 awards from the National Association of Counties for best practices and achievement in County programs and services. As of November 12, 2002, Leon County is governed by a Home Rule Charter. The total County budget is \$263.6 million, and the total number of full-time equivalent staff is more than 1,700, including all of the Constitutional Offices. Leon County Government has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County Government include the Judiciary, State Attorney, and Public Defender.



◀ *County Administrator  
Vincent S. Long*

◀ *(Left to Right) District 1 Commissioner Bill Proctor, District 3 Commissioner Rick Minor, At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson (Chairman), District 4 Commissioner Bryan Desloge (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.*

## THE POSITION

The County Attorney provides and supervises legal services to the Board of County Commissioners as well as other County Departments, Boards, and agencies as specified by the Board of County Commissioners. The County Attorney reports directly to the Board of County Commissioners and serves at their pleasure. For Fiscal Year 2019, the County Attorney's Office has a total budget of \$2,038,218. The office employs a total of 12 full-time equivalent staff including one Deputy County Attorney, three Assistant County Attorneys, and seven administrative assistants/paralegals/specialists.



# JOB REQUIREMENTS

## Essential Duties:

- Provides legal services to the Board of County Commissioners, or as directed by the Board, to other County departments, advisory boards, committees, and agencies either personally, through staff attorneys, or by special outside counsel.
- Provides all legal services for County lawsuits, such as preparation and prosecution of cases, negotiations, trial strategy and appeals involving the County.
- Prepares, drafts, and reviews various County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the County in highly complex litigation before the Courts. Advises the Board of County Commissioners and the County Administrator on all County legal matters, as well as County staff, boards, and agencies where and when appropriate.
- Advises Board-appointed Committees.
- Drafts legislation to provide for the interest of the County through lobbying efforts.
- Reviews statutory requirements for operating and financing local County government.
- Manages the daily operation of the County Attorney's Office, including assigning and reviewing casework of all staff attorneys working for the County, budgetary oversight, and work performed by non-legal staff.
- Is responsible for various legal department personnel matters including policies and procedures, hiring, discipline, training and development, performance appraisals, and other related activities.
- Performs other services as directed by the Board of County Commissioners.

## Knowledge, Skills, and Abilities:

- Extensive and thorough knowledge of the laws, codes, rules and regulations as they pertain to County government operations in the State of Florida.
- Ability to draft legal instruments, proposed legislation and legal opinions.
- Ability to exercise sound judgment in developing legal strategies for the County.
- Ability to establish and maintain a harmonious working relationship with the County Attorney's office and the Board of County Commissioners; the County Administrator; County staff; other County departments, boards, and agencies; other State and local governments; and the general public.

## Minimum Requirements:

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar with current membership in good standing
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law to include expertise in local governmental law, litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers
- Must possess and maintain a valid Florida Driver's License

## Preferred Qualifications:

- Experience supervising or managing other attorneys
- Florida county government experience
- Certification in City, County, and Local Government Law is a plus



*Florida State University*



*Tallahassee Symphony Orchestra*



- Ability to communicate effectively, both orally and in writing, and to make presentations to various size groups on legal issues facing the County.
- Ability to plan, assign and review the work of all staff attorneys and non-attorney support staff.
- Ability to use computer applications and software in the performance of job duties.

## COMPENSATION

The expected hiring range is \$160,000 to \$190,000 dependent upon qualifications and will include a competitive benefits package. The County will pay reasonable relocation expenses.



J. Lee Vause Park

## TO APPLY

If interested in this outstanding opportunity, please visit the County's website at [www.LeonCountyFL.gov/jobs](http://www.LeonCountyFL.gov/jobs) and apply online prior to September 2, 2019. A cover letter, detailed résumé, and completed online application are required. Résumés will be screened according to the qualifications outlined above. A select group of finalist candidates will be invited to conduct in-person interviews with the Board of County Commissioners on October 28, 2019 in Leon County. Candidates will be advised of the status of the recruitment following the final selection of the County Attorney.

### Questions regarding recruitment may be directed to:

Candice Wilson, Human Resources Director  
Leon County Government  
[WilsonC@LeonCountyFL.gov](mailto:WilsonC@LeonCountyFL.gov) | 850.606.2400  
[www.LeonCountyFL.gov](http://www.LeonCountyFL.gov)

*Leon County Government is an Equal Opportunity Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure.*



Florida A&M University Marching 100



Downtown Tallahassee

# **Cynthia Everett**

## **Application**

## EMPLOYMENT APPLICATION



**LEON COUNTY GOVERNMENT**  
 315 S. Calhoun Street  
 Tallahassee, Florida 32301  
 850-606-2400  
<http://www.leoncountyfl.gov>

**Everett, Cynthia A.**  
**085-19 COUNTY ATTORNEY**

**Received:** 9/1/19 11:30 PM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNO: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> COUNTY ATTORNEY		<b>EXAM ID#:</b> 085-19
<b>NAME:</b> (Last, First, Middle) Everett, Cynthia A.		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2525 Ponce de Leon Blvd., Suite 300, Coral Gables, Florida 33134		<b>EMAIL ADDRESS:</b> cae@caeverett.com
<b>HOME PHONE:</b> (305) 598-4454	<b>ALTERNATE PHONE:</b> (305) 505-1256	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: FL	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>MINIMUM COMPENSATION:</b> \$190,000.00 per year	<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular	
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time	
<b>SHIFTS YOU WILL ACCEPT:</b> Day, Evening, Night, Weekends, On Call (as needed)	

## EDUCATION

<b>DATES:</b> From: 8/1979 To: 5/1982	<b>SCHOOL NAME:</b> George Washington University	
<b>LOCATION: (City, State)</b> Washington, DC, District of Columbia	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Professional
<b>MAJOR:</b> Law	<b>UNITS COMPLETED:</b>	
<b>DATES:</b> From: 8/1975 To: 12/1978	<b>SCHOOL NAME:</b> Florida State University	
<b>LOCATION: (City, State)</b> Tallahassee, Florida	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Government	<b>UNITS COMPLETED:</b>	

## WORK EXPERIENCE

<b>DATES:</b> From: 12/2018 To: Present	<b>EMPLOYER:</b> Cynthia A. Everett, P.A.	<b>POSITION TITLE:</b> Managing Partner
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2525 Ponce de Leon Boulevard, Suite 300, Coral Gables, Florida, 33134		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> (305) 598-4454	<b>SUPERVISOR:</b> Cynthia Everett - Managing Partner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b>	
<b>DUTIES:</b> Representing clients in the areas of labor and employment and local government law including litigation, appeals, arbitration, mediation, contact negotiations, internal investigations and advising on policy, compliance and ethics.		
<b>REASON FOR LEAVING:</b> Current position		
<b>DATES:</b> From: 4/2019 To: Present	<b>EMPLOYER:</b> University of Miami Law School	<b>POSITION TITLE:</b> Senior Career Consultant
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1311 Miller Drive, Ste. A-110, Coral Gables, Florida, 33134		<b>COMPANY URL:</b> www.law.miami.edu
<b>PHONE NUMBER:</b> 3052842886	<b>SUPERVISOR:</b> Marcelyn Cox - Assistant Dean	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No



<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Consultant with the University of Miami Law School Career Development Office focusing on diversity and inclusion. Provide advice and counseling to law students and law alumni on career opportunities and employment issues.	
<b>REASON FOR LEAVING:</b> Current Position	
<b>DATES:</b> From: 7/2013 To: 5/2018	<b>EMPLOYER:</b> City of Fort Lauderdale
<b>POSITION TITLE:</b> City Attorney	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301	
<b>COMPANY URL:</b> www.fortlauderdale.gov	
<b>PHONE NUMBER:</b> (954) 828-5004	<b>SUPERVISOR:</b> City Commission - City Commission
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 55	<b># OF EMPLOYEES SUPERVISED:</b> 
<b>DUTIES:</b> Served as chief legal officer for city of 165,000 and as general counsel for the City of Fort Lauderdale Community Redevelopment Agency. Managed a staff of eleven attorneys and multiple support personnel; supervised outside counsel; developed annual budgets; prepared and reviewed ordinances, resolutions, contracts and related legal documents in the areas of land use and zoning, labor and employment, real estate, public works, public safety, public finance, grants, and economic development; provided legal advice and opinions to the City Commission, executive officers and department directors, provided guidance and opinions in the areas of ethics, conflicts of interest, elections, public records and government in the sunshine issues; attended all City Commission and Board meetings, conducted, and assisted in, investigations of complaints of local, state and federal laws as requested, and represented the City in legal matters before state and federal courts, and administrative agencies.	
<b>REASON FOR LEAVING:</b> Contract terminated	
<b>DATES:</b> From: 11/1999 To: 12/2013	<b>EMPLOYER:</b> Cynthia A. Everett, P.A.
<b>POSITION TITLE:</b> Managing Partner	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 7700 North Kendall Drive, Suite 703, Miami, Florida, 33156	
<b>COMPANY URL:</b> 	
<b>PHONE NUMBER:</b> (305) 598-4454	<b>SUPERVISOR:</b> Cynthia Everett - Managing Partner
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 60	<b># OF EMPLOYEES SUPERVISED:</b> 2
<b>DUTIES:</b> Practiced in the areas of labor and employment, local government and insurance defense law. Served as Village Attorney and chief legal officer for the Village of Pinecrest, Florida (1999-2013). Provided legal advice to the Village Council, Village officials and Village staff; attended all regular and special meetings of the Village Council; attended code enforcement and planning board meetings and handled litigation matters involving land use and zoning, contractual matters, civil forfeitures and appeals. Conducted and assisted in investigations of complaints of violations of local, state and federal laws. Served as Special Counsel for the City of Miami Civil Service Board and the City of North Miami, as an investigator for the City of Hallandale Beach, and served as special magistrate for code enforcement for the Town of Miami Lakes.	
<b>REASON FOR LEAVING:</b> Closed practice to take an in-house position	
<b>DATES:</b> From: 8/1997 To: 10/1999	<b>EMPLOYER:</b> City of Opa-locka
<b>POSITION TITLE:</b> City Attorney	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 780 Fisherman Street, Opa-locka, Florida, 33054	
<b>COMPANY URL:</b> www.opalockafl.gov	
<b>PHONE NUMBER:</b> (305) 953-2868	<b>SUPERVISOR:</b> City Commission - City Commission
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b> 2
<b>DUTIES:</b> Served as chief legal officer for city of 17,000. Provided legal advice to city officials and department heads. Handled litigation matters involving labor and employment law, tort and contractual matters, as well as zoning and other municipal issues.	
<b>REASON FOR LEAVING:</b> Founded a private practice	
<b>DATES:</b> From: 5/1995 To: 7/1997	<b>EMPLOYER:</b> Law Offices of Williams and Associates
<b>POSITION TITLE:</b> Senior Attorney	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 80 SW 8th Street, Miami, Florida, 33127	
<b>COMPANY URL:</b> 	
<b>PHONE NUMBER:</b> (305) 000-0000	<b>SUPERVISOR:</b> Thomasina Williams - Managing Partner
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b> 
<b>DUTIES:</b> Practiced in federal and state courts in the following areas: personal injury, medical malpractice, commercial litigation, employment law, including discrimination and wrongful termination. Represented parties in administrative hearings before the Florida Public Employees Relations Commission and the U.S. Equal Employment Opportunity Commission. Served as a Hearing Examiner for bid protest matters for Miami-Dade County. The firm is no longer active.	
<b>REASON FOR LEAVING:</b> Accepted another position	

<b>DATES:</b> From: 2/1989 To: 5/1995	<b>EMPLOYER:</b> United States Attorney's Office-Southern District of Florida	<b>POSITION TITLE:</b> Assistant U.S. Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 99 NE 4th Street, Miami, Florida, 33132		<b>COMPANY URL:</b> www.justice.gov/usao-sdfl
<b>PHONE NUMBER:</b> (305) 961-9001	<b>SUPERVISOR:</b> Wendy Jacobus - Division Chief	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b>	
<b>DUTIES:</b> Defended the United States in civil lawsuits involving personal injury, medical malpractice, employment discrimination and other general civil cases. Prosecuted civil fraud, contract, labor and civil forfeiture cases.		
<b>REASON FOR LEAVING:</b> Accepted another position		

<b>DATES:</b> From: 6/1982 To: 2/1989	<b>EMPLOYER:</b> Miami-Dade State Attorney's Office	<b>POSITION TITLE:</b> Assistant State Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1350 NW 12th Avenue, Miami, Florida, 33136		<b>COMPANY URL:</b> www.miamisao.com
<b>PHONE NUMBER:</b> (305) 961-9001	<b>SUPERVISOR:</b> Kevin DiGregory - Division Chief	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b>	
<b>DUTIES:</b> Prosecuted criminal cases in county, juvenile and circuit courts. Served as Felony Division Chief (1987-1989). Supervised three attorneys; prosecuted homicide and other specially assigned criminal cases.		
<b>REASON FOR LEAVING:</b> Accepted another position		

#### CERTIFICATES AND LICENSES

<b>TYPE:</b> Bar License	
<b>LICENSE NUMBER:</b> 350400	<b>ISSUING AGENCY:</b> The Florida Bar

#### Skills

Nothing Entered For This Section

#### ADDITIONAL INFORMATION

<b>Additional Information</b> See resume
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#### REFERENCES

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Bobby DuBose	<b>POSITION:</b> State Representative
<b>ADDRESS:</b> (Street, City, State, Zip Code) 128 SE 1st Street, Fort Lauderdale, Florida 33301		
<b>EMAIL ADDRESS:</b> bobby.dubose@myfloridahouse.gov		<b>PHONE NUMBER:</b> (954) 467-4206
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Cynthia Hibnick	<b>POSITION:</b> Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1 Alhambra Plaza, Ste 1410, Coral Gables, Florida 33134		
<b>EMAIL ADDRESS:</b> cbh@lubellrosen.com		<b>PHONE NUMBER:</b> 305-671-7771
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Eugene Pettis	<b>POSITION:</b> Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1 Financial Plaza, F17, Fort Lauderdale, Florida 33394		
<b>EMAIL ADDRESS:</b> epettis@hpslegal.com		<b>PHONE NUMBER:</b> (954) 523-9922



**Agency-Wide Questions**

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
- Are you claiming Veterans' Preference?
- No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.
- NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
- Are you a current Leon County Government employee?
- No
- Have you ever been a defendant in a civil action for intentional tort?
- Yes
- If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- David Solomon v. Supreme Court of Florida, et al., Case No.: 00-007024 CA 01  
As a member of The Florida Bar Board of Governors, I and all of the members of the Board, and members of the Supreme Court, were sued individually by Mr. Solomon because of disciplinary action taken against him by the Board and the Supreme Court. I do not recall the nature of the allegations and I could not located court information on the matter. The lawsuit was dismissed by the court.  
Zenaida Gomez v. Cynthia A. Everett, et al., Case No.: 13-13246 CA 24  
This was an action for malicious prosecution and abuse of process. The lawsuit stemmed from a forfeiture action in which I as the Village Attorney, through my firm, represented the Village of Pinecrest. The lawsuit was dismissed by the court.
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
- Have you ever been convicted of a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
- NA
- Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- NA
- Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- NA
- Do you have a valid driver's license?
- Yes
- Do you have a commercial driver's license?
- No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
- Yes
- Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
- No
- Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
- No
- To your knowledge, do you have any relatives working for the Leon County Government?
- No

19. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.  
N/A
20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Florida Bar  
District of Columbia Bar  
Florida Supreme Court Mediator  
Florida Supreme Court Qualified Arbitrator
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -
25. **TRADES SKILLS** Check any/all that apply:
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.
28. Please list how many years you have operated each piece of equipment selected above.
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. Where did you first hear about this opportunity?  
Friend
31. If you selected "Other" above, please list source. If not applicable, type N/A.  
N/A
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)  
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)  
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)  
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)  
I have read the Notice of Veteran's Preference.

**Job Specific Supplemental Questions**

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**  
Yes
  2. **Are you currently a member of the Florida Bar and in good standing?**  
Yes
  3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**  
Yes
  4. **How many years of experience do you have in practicing local government law?**  
10+
  5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**  
10+
  6. **Do you have experience supervising or managing other attorneys?**  
Yes
  7. **Do you have Florida county government experience?**  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

**NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.**

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Cynthia A. Everett on 9/1/19 11:30 PM

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

## CYNTHIA A. EVERETT

cae@caeverett.com  
(305) 598-4454

September 1, 2019

Leon County Board of County Commissioners  
City Hall, 5<sup>th</sup> Floor  
Leon County Courthouse  
301 S. Monroe Street  
Tallahassee, FL 32301

Re: County Attorney, Leon County

Enclosed is my résumé for consideration for the position of County Attorney for Leon County, Florida.

As a seasoned attorney with significant experience, my qualifications for the position of county attorney include previous experience as the chief legal officer for the Florida municipalities of Opa-locka, Pinecrest and Fort Lauderdale as their municipal attorney. I have also served as an Assistant State Attorney for Miami-Dade County and an Assistant United States Attorney for the Southern District of Florida.

These positions have provided me with experience in litigation, managing and directing professional and support staff employees, preparing budgets, drafting documents, interacting with elected and appointed officials, the public and the media, and as a local government attorney, regularly providing advice and opinions on substantive, local government law issues in the areas of land use and zoning, public works, public safety, public finance, human resources, civil forfeitures, ethics, conflicts, public meetings and public records.

I welcome the opportunity to further discuss my qualifications for this position and to answer any questions. I may be contacted by telephone at (305) 598-4454 or by email at [cae@caeverett.com](mailto:cae@caeverett.com).

Very truly yours,



Cynthia A. Everett

**CYNTHIA A. EVERETT**  
(305) 598-4454 | cae@caeverett.com

**PROFESSIONAL EXPERIENCE**

**Cynthia A. Everett, P.A.**, Coral Gables, Florida  
**Managing Attorney**, 2018 - present

Practicing in the areas of labor and employment and local government law including litigation, appeals, arbitration, mediation, contract negotiations, collective bargaining, investigations and advising on policy, compliance and ethics. Board certified by The Florida Bar in labor and employment law and a Florida Supreme Court Qualified Arbitrator and a Florida Supreme Court certified county, circuit and appellate mediator.

**University of Miami School of Law**, Coral Gables, Florida  
**Assistant Director/Director, Diversity, Equal Opportunity and Inclusion, Career Development Office**, 2019 - present

Assist and advise law students and law alumni with career planning for law firm, corporate, public and non-profit employment opportunities; responsible for recruitment, outreach, and access to ensure that University diversity goals are met for both employment seekers and employers.

**City Attorney, City of Fort Lauderdale**, Fort Lauderdale, Florida  
2013 – 2018

Served as chief legal officer for city of 165,000 and as general counsel for the City of Fort Lauderdale Community Redevelopment Agency. Managed a staff of eleven attorneys and multiple support personnel; supervised outside counsel; developed annual budgets; prepared and reviewed ordinances, resolutions, contracts and related legal documents in the areas of land use and zoning, labor and employment, real estate, public works, public safety, public finance, grants, and economic development; provided legal advice and opinions to the City Commission, executive officers and department directors, provided guidance and opinions in the areas of ethics, conflicts of interest, elections, collective bargaining, public records and government in the sunshine issues; attended all City Commission and Board meetings, conducted, and assisted in, investigations of complaints of local, state and federal laws as requested, and represented the City in legal matters before state and federal courts, and administrative agencies.

**CYNTHIA A. EVERETT**  
Page two

## **EXPERIENCE (continued)**

**Cynthia A. Everett, P.A., Miami, Florida**

**Managing Attorney**

**Village Attorney, Village of Pinecrest, Pinecrest, Florida**

1999-2013

**General Counsel, Our Kids of Miami-Dade/Monroe, Inc., Miami, Florida**

2005-2011

Practiced in the areas of labor and employment, local government and insurance defense law. Served as Village Attorney and chief legal officer for the Village of Pinecrest, Florida (1999-2013). Provided legal advice to the Village Council, Village officials and Village staff; attended all regular and special meetings of the Village Council; attended code enforcement and planning board meetings and handled litigation matters involving land use and zoning, contractual matters, civil forfeitures and appeals. Conducted and assisted in investigations of complaints of violations of local, state and federal laws. Served as Special Counsel for the

City of Miami Civil Service Board and the City of North Miami, as an investigator for the City of Hallandale Beach, and served as special magistrate for code enforcement for the Town of Miami Lakes.

**Adjunct Law Professor, Florida International University College of Law, Miami, Florida**  
2004 – 2008

Taught upper division courses in Employment Discrimination and Local Government Law.

**City Attorney, City of Opa-locka, Opa-locka, Florida**

1997 - 1999

Served as chief legal officer for city of 17,000. Provided legal advice to city officials and department heads. Handled litigation matters involving labor and employment law, tort and contractual matters, as well as zoning and other municipal issues.

**Law Offices Williams & Associates, P.A., Miami, Florida**

Senior Associate, 1995 - 1997

Practiced in federal and state courts in the following areas: personal injury, medical malpractice, commercial litigation, employment law, including discrimination and wrongful termination. Represented parties in administrative hearings before the Florida Public Employees Relations Commission and the U.S. Equal Employment Opportunity Commission. Served as a Hearing Examiner for bid protest matters for Miami-Dade County.



CYNTHIA A. EVERETT  
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## EXPERIENCE (continued)

**United States Attorney's Office for the Southern District of Florida, Miami, Florida**  
Assistant United States Attorney (Civil Division), 1989 - 1995

Defended the United States in civil lawsuits involving personal injury, medical malpractice, employment discrimination and other general civil cases. Prosecuted civil fraud, contract, labor and civil forfeiture cases.

**Miami-Dade County State Attorney's Office, Miami, Florida**  
Assistant State Attorney, 1982 - 1989

Prosecuted criminal cases in county, juvenile and circuit courts. Served as Felony Division Chief (1987-1989). Supervised three attorneys; prosecuted homicide and other specially assigned criminal cases.

## BAR ADMISSIONS AND CERTIFICATIONS

- Admitted to The Florida Bar
- Admitted to the District of Columbia Bar
- Admitted to the District Court for the Southern and Middle Districts of Florida
- Admitted to the United States Court of Appeals for the Eleventh Circuit
- Admitted to the United States Supreme Court
- Supreme Court of Florida Certified Civil and Appellate Mediator
- Florida Bar Board Certified in Labor and Employment Law

## EDUCATION

**The George Washington University, Washington, D.C.**  
Juris Doctor, 1982

**The Florida State University, Tallahassee, Florida**  
Bachelor of Arts, December 1978  
Major: Government

## PROFESSIONAL AFFILIATIONS

- Florida Municipal Attorneys Association, President-elect, 2017-2018
- The Florida Bar:
  - Leadership Academy Committee, 2013-2016
  - Annual Convention Committee, 2011-2013
  - Executive Council City, County and Local Government Law Section, 2004-2011

CYNTHIA A. EVERETT

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## AFFILIATIONS (continued)

- Labor and Employment Law Certification Committee, 2000 to 2002
  - Elections Committee, 1999-2000
  - Long Range Planning Committee, 1999-present
  - Executive Council Trial Lawyers Section, 1997 to 2003
  - Board of Governors Special Committee on Election Reform, 1998
  - Trial Lawyers Section and Labor and Employment Law Section, 1996 to present
  - City, County and Local Government Law Section, 1997 to present
  - Grievance Committee, 1991-1994, Chair, 1993-1994
  - Student Education and Admissions to the Bar Committee, 1992-1995
  - The Florida Bar Board of Governors, 1994 to 1998
  - Rules Committee Chair, 1997-1998
  - Pro Bono Legal Services Committee Chair, 1997-1998
  - Disciplinary Review Committee, Chair, 1996 to 1997
  - Board Review Committee on Professional Ethics, Vice-Chair, 1995-1996
  - Special Committee to Study Board Composition, 1997
  - President's Special Task Force on Advertising, 1995-1997
- National Bar Association:
  - Region XI Director, 2006 to 2007
  - Special Assistant to the President, 2005-2006
  - Chief of Staff to the President, 1994-1995
  - Chair, Resolutions Committee, 1994-1995
- Virgil Hawkins Florida Chapter National Bar Association General Counsel, 2004-2005  
Treasurer, 1993 to 1997
- Broward County Bar Association
- Dade County Bar Association
- Federal Bar Association
- National Bar Association-Women Lawyers Division, Dade County Chapter k/n/a  
Gwen S. Cherry Black Women Lawyers Association, President, 1989 to 1991
- State of Florida:
  - Eleventh Judicial Circuit Nominating Commission, 2004-2008
  - State of Florida Third District Court of Appeal Judicial Nominating Commission, 1991 to 1995
- United States District Court, Southern District of Florida:
  - Magistrate Judge Merit Selection Panel, 2009
  - Ad Hoc Committee on Court Annexed Mediation, 2007-2017
  - Ad Hoc Committee on Rules and Procedures, 2005-present
  - Ad Hoc Committee on Attorney Admissions, Peer Review and Attorney Grievance, 1997-1999



CYNTHIA A. EVERETT  
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### **AFFILIATIONS (continued)**

- Florida Association for Women Lawyers
- Black Lawyers Association, k/n/a Wilkie D. Ferguson, Jr. Bar Association:
  - President, 1999-2000
  - Co-Chair Election Committee, 2000-2001
  - Chair-Issues Committee, 2004-2005
- T. J. Reddick Bar Association
- Dade County Bar Put Something Back Program
- Volunteer Lawyers Project-Southern District of Florida

### **PROFESSIONAL AND CIVIC ACTIVITIES**

- Moderator, “Election Trends and What you Should Know When Considering a Run for Public Office”, 5<sup>th</sup> Annual Women of Color Empowerment Conference, September 2015
- Moderator, “Sober News about Sober Houses”, Miami-Dade County League of Cities Third Annual Best Practices Conference, 2013
- Guest Speaker, “Conflict Resolution”, Alpha Kappa Alpha Pi Delta Omega Chapter Annual Weekend Retreat, 2013
- Panelist, American Bar Association, Emerging Issues In Healthcare Law Conference
- “Breast Cancer Legal Advocacy Workshop”, February 2013
- Speaker, Florida International University College of Law, Professionalism Workshop, January 2011
- Panelist, Miami-Dade FAWL Luncheon - “Taking Control of Your Career”, Jan. 2011
- Member, Miami-Dade County League of Cities, City Attorney’s Advisory Committee 2011-2013
- Fund-raising Committee, Miami-Dade County Law Library, 2008
- Co-Chair, 2007 Anti-Defamation League Jurisprudence Luncheon
- Co-Chair, National Bar Association Mid-Year Conference, 2007
- Law Day keynote speaker, Lawson E. Thomas Courthouse Center, Judge Rippingille, May 2005
- Panelist, Florida Bar Minority Bar Summit, January 2005
- Panelist, Eleventh Judicial Circuit, New Judges Orientation, Fall 2004
- Panelist, Rachlin Cohen & Holtz LLP The 7<sup>th</sup> Annual Governmental Symposium, October 2001
- Speaker, Stetson University College of Law and The Florida Bar Labor & Employment Section Fifteenth National Conference on Labor and Employment Law, September 2001
- Participant, Florida Board of Bar Examiners Symposium for Bar Admission Strategies, March 2001

**CYNTHIA A. EVERETT**

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### **ACTIVITIES (continued)**

- The Florida Bar Trial Advocacy Seminar, February 2000
- Seminar Workshop Leader, 1999 International Association of Black Professional Firefighters, Inc. Fall Conference
- Speaker, The Florida Bar Government Lawyer Section and American Bar Association Government and Public Sector Lawyers' "Professionalism Under the Palms" Seminar, May 1999
- Speaker, Nova University College of Law Symposium on Professionalism, 1998
- Panelist, 1997, the Florida Bar All Bar Conference, "Increasing Membership & Inclusivity In Your Bar Organization"
- Presenter, "An Overview of Non-Compete Agreements", National Bar Association Corporate Counsel Conference, New York, New York, 1997
- Speaker, "Women In The Law" Luncheon, Southern Regional Black Law Students Association Convention, 1995
- Member, Florida Bar Meritorious Public Service Award, 1994
- Steering Committee, The Women's Hemispheric Conference, 1994
- Chief of Staff to President, National Bar Association, 1993-1994
- Instructor, U.S. Department of Justice Civil Trial Advocacy Course, Washington, D.C., 1993

### **HONORS AND AWARDS**

- T.J. Reddick Bar Association Achievement in the Profession Award, 2018
- Gwen S. Cherry Black Women Lawyers Association Community Pillar Honoree, 2018
- The Florida Bar City, County, Local Government H. Hamilton "Chip Rice", Jr. Award, 2013
- U. S. District Court for the Southern District of Florida Black History Month Committee Legal Trailblazer Award, 2011
- Wilkie D. Ferguson, Jr. Bar Association Foundation Distinguished Honoree Award 2010
- Miami-Dade Florida Association of Women Lawyers 2009 Mattie Belle Davis Award
- Alpha Kappa Alpha, Pi Delta Omega Chapter 2009 Spirit Award
- Equal Opportunities in the Profession Award, The Florida Bar Equal Opportunities Law Section, 2006
- Put Something Back Pro Bono Service Award, July 1999
- Delta Sigma Theta, Sorority, Inc., Miami Alumnae Chapter, Outstanding Achievement in Law Award, March 1999
- Champions of Change Award, St. Thomas University Black Law Students Association, 1998
- Black Lawyers Association, Inc. Honoree, 1996

**CYNTHIA A. EVERETT**

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**HONORS AND AWARDS (continued)**

- University of Miami Black Law Students Association Nelson Mandela Award, 1995
- Member, Florida Bar Meritorious Public Service Award, 1994
- National Bar Association Presidential Award, 1994
- Florida Trend Florida's Legal Elite, South Florida Legal Guide Top Attorney
- Florida Super Lawyers®
- AV Rated-Martindale Hubbell

**CIVIC AND COMMUNITY AFFILIATIONS**

- Chair, Board of Directors, Cherry Bar Foundation
- Miami-Dade County League of Cities City Attorney's Advisory Committee
- Miami-Dade County Ethics Task Force Member
- United States Selective Service Board Member
- Gwen Cherry Park Foundation: Board Member and Treasurer
- United Way of Dade County: Board of Trustees/1993 Campaign Cabinet
- NAACP
- Miami Partners for Progress
- Mentor, University of Miami School of Law, Professional Opportunities Program
- Literacy for Every Adult in Dade/JUMP Advisory Council
- Cities in Schools of Miami, Inc.

# **Cynthia Everett**

## **Reference Check**



## Telephone Reference Check

Attachment #2  
Page 17 of 22

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: Cynthia Everett Date: 10/3/2019  
Applicant's Employer: University of Miami Law School Phone: 305-510-5491  
Name of Person Contacted: Marcelyn Cox  
Title of Person Contacted: Assistant Dean

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Senior Career Consultant

2. Were you the direct supervisor of the applicant? ☒ Yes ☐ No If no, who was the direct supervisor at the time the applicant separated from this employment? \_\_\_\_\_

3. What were the dates of employment? From: April 2019 To: Present

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Counsels law students with regard to their career path; helps students with professional development, mock interviews, et cetera; collects employment data and statistics; networks with attorneys and judges.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

☒ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? She's easy to work with, she volunteers, she's very respectful, understands hierarchy, and is very comfortable in her role as a manager.

Peers? She is very well respected.

The Public? Yes, she's good. Her communication and interpersonal skills are exceptional.

7. Could you briefly comment on the applicant's:

Strengths? Her lawyering skills and vast law experience; her ability to work well with people; her strong communication skills.

Opportunities for improvement? She handles things well above expectations; no improvement needed.

8. Was this person in a supervisory role? ☐ Yes ☒ No If yes, how would you define the applicant's management style? \_\_\_\_\_

9. Would you rehire this applicant in their current position or position last held?

☒ Yes ☐ No

If no, please explain why. \_\_\_\_\_

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☒ Yes ☐ No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Yes, very dependable. A consummate professional; she totally gets it and meets deadlines.

Ability to take on new responsibilities? Yes, she's a seasoned professional.

Potential for advancement? Yes.

Degree of supervision needed? None needed.

Overall attitude? Excellent. She is very willing to roll up her sleeves to get the job done.

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☐ No ☒ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

She is exceptional and wherever she works she will be productive. If she joins your organization, you will greatly benefit.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: N/A

Date: \_\_\_\_\_

15. Date personnel file was reviewed: N/A

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

N/A

Sherry

Verification Completed by

Marson

Print Last Name

Initials of Verifier		Date	Time
Attempt #1			
Attempt #2			
Attempt #3			

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: Cynthia Everett

Position Applied For: County Attorney

1. How long have you known the candidate? For about 30 years
2. What is your relationship with the candidate? Multiple relationships with her; first met her when she was on the National Bar Assoc. Women Law Division (now called Gwen S. Cherry Black Women Lawyers Association) and we became friends. I worked under her as a Consultant while she was City Attorney, I've worked with her, collaborated with her on voluntary Bar organizations, and we have worked together on several Bar national events. I consulted with her while she was Village of Pinecrest Attorney. We travel together. I have a unique perspective to judge her personal and professional qualities.
3. Would you describe the candidate as a leader? Absolutely If yes, why? When she was the City Attorney in there were at least 25 people in her department. She also taught at FAU as well. She is a leader both professionally and voluntarily. She was a Board of Governors committee member for years and also assisted with the Florida Bar Leadership Academy. She's very involved and anything she does, she does in leadership. Her thought is if you're going to be there, be there; don't just show up.
4. Have you ever worked on a project with this individual? Yes If yes, did the candidate follow through with his/her portion of the duties or responsibilities? When she got to the City of Fort Lauderdale as City Attorney she identified what she considered serious security and HIPPA concerns and then went to the Board of County Commission to have them conduct a HIPPA and IT security analysis. I also worked very close with her on the FL Bar annual convention which was a two year process. While there she asked participants to donate to a local food bank there in the Orlando area to help raise awareness of the many people in the area without food.

5. How does the candidate react in stressful situations? **She is cool under pressure; focused; commanding without being aggressive; she's the real deal.**

6. How does the candidate relate to others? **She's always completely professional. She's not shy about letting people know her thoughts and opinions. She's happy to teach and train. I have heard that particularly male, white people are often intimidated by her but I don't see why.**

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Absolutely** Patient? **Most of the time; always polite and respectful**

Compassionate? **Very, very, very; always there about someone who is less fortunate**

Motivated? **Quite**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **a dynamic leader; an honest, caring, and meticulous person.**

b. This person's strengths include **Her intelligence, her stamina, her leadership abilities, her tenacity, time management, and she's good with people.**

c. This person could be more effective if he/she worked to improve **I think she's very effective; I can't think of anything.**

9. Is there anything else you might be able to tell us about this individual that would help us to make an employment decision? **She's very dedicated; very loyal; makes sure things are completed—sees things through; and she is a fierce advocate. I can't recommend her highly enough for this position or any position.**

**Cynthia Hibnick**  
Person giving reference

**10/2/2019**  
Date



## PERSONAL REFERENCE QUESTIONS

Name of Applicant: **Cynthia Everett**

Position Applied For: **County Attorney**

1. How long have you known the candidate? **25-30 years**
2. What is your relationship with the candidate? **Professional in different capacities. I've worked with her on Bar activities when she was the City Attorney with the City of Fort Lauderdale and when I was on the Board for the Florida Bar Association.**
3. Would you describe the candidate as a leader? **Absolutely** If yes, why? **I've seen her lead in several capacities. I've counseled and worked with her in various leadership capacities; she's definitely a leader.**
4. Have you ever worked on a project with this individual? **Yes** If yes, did the candidate follow through with his/her portion of the duties or responsibilities? **Yes, absolutely.**
5. How does the candidate react in stressful situations? **Cynthia is a pretty cool customer. The City Attorney position is the type of position that's kind of in the hot seat, and she's able to handle it well. Between the management of staff, and the being the City Attorney, I've watched her juggle and maintain things really well. Specific cases that have gone to a County-wide level with County media implications and Cynthia was able to remain calm throughout. She's able to manage among the different tiers in municipal government.**
6. How does the candidate relate to others? **I think she relates well. In 2019, people are still getting used to women in power; especially women of color in power and she has handled herself well in different settings.**

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Absolutely** Patient? **Yes; as patient as she could be. There's a thin line between patience and leadership.** Compassionate? **Yes, she balances it well.** Motivated? **Yes**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **a dynamic young lady. There are multi-levels to her; she's always engaged in the broader community.**

b. This person's strengths include **a kind heart, compassionate, wants to make any situation she's in better.**

c. This person could be more effective if he/she worked to improve **being more effective in understanding the different dynamics of people from all walks of life.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **I think she's a good one. I think she's an experienced municipal government attorney. She has practical experience as well as administrative experience. I was on the search committee with the City of Ft. Lauderdale with 20 candidates and she was the committee's unanimous choice.**

**Eugene Pettis**  
Person giving reference

**10/3/2019**  
Date

# **Mark Moriarty**

## **Application**

## EMPLOYMENT APPLICATION



**LEON COUNTY GOVERNMENT**  
 315 S. Calhoun Street  
 Tallahassee, Florida 32301  
 850-606-2400  
<http://www.leoncountyfl.gov>

**Moriarty, Mark**  
**085-19 COUNTY ATTORNEY**

**Received: 8/30/19 3:36 PM**

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> COUNTY ATTORNEY		<b>EXAM ID#:</b> 085-19
<b>NAME:</b> (Last, First, Middle) Moriarty, Mark		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) 13270 Famiglia Dr, Venice, Florida 34293		<b>EMAIL ADDRESS:</b> mmoriarty2016@outlook.com
<b>HOME PHONE:</b> (239) 277-1164	<b>ALTERNATE PHONE:</b>	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: FL	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>MINIMUM COMPENSATION:</b> \$0.00 per hour; \$175,000.00 per year	<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular	
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time	
<b>SHIFTS YOU WILL ACCEPT:</b> Day	

## EDUCATION

<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Delaware Law School: Widener University	
<b>LOCATION: (City, State)</b> Wilmington, Delaware	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Doctorate
<b>MAJOR:</b> JD	<b>UNITS COMPLETED:</b>	
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> University of Delaware	
<b>LOCATION: (City, State)</b> Newark, Delaware	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Political Science / Economics	<b>UNITS COMPLETED:</b>	

## WORK EXPERIENCE

<b>DATES:</b> From: 9/2017 To: Present	<b>EMPLOYER:</b> City of Cape Coral	<b>POSITION TITLE:</b> Assistant City Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1015 Culteral Park Blvd, Cape Coral, Florida, 33990		<b>COMPANY URL:</b> www.capecoral.net
<b>PHONE NUMBER:</b> 239-574-0408	<b>SUPERVISOR:</b> Dolores Menendez - City Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> Represent the City of Cape Coral City Council, and the City of Cape Coral Charter School Authority		
<b>REASON FOR LEAVING:</b> N/A		
<b>DATES:</b> From: 9/2014 To: 6/2017	<b>EMPLOYER:</b> City of North Port	<b>POSITION TITLE:</b> City Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) North Port, Florida		<b>COMPANY URL:</b> www.cityofnorthport.com/
<b>PHONE NUMBER:</b> (941) 429-7260	<b>SUPERVISOR:</b> City Commission - City Commission	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

The city's first In-house city attorney responsible for all the legal affairs of the City of North Port. The office provides in-house legal services to the city commission, the charter officers, the Police Department, boards, departments, and 580 employees in all facets of the law including but not limited to litigation, corporate governance, regulatory compliance, employment law, and contracts.

**REASON FOR LEAVING:**

High Commission turnover. The City of North Port City Commission is a 5 member board. In 2.5 years the commission had 10 different commissioners.

<b>DATES:</b> From: 1/1996 To: 9/2014	<b>EMPLOYER:</b> City of Fort Myers	<b>POSITION TITLE:</b> Assistant City Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) Fort Myers, Florida	<b>COMPANY URL:</b> <a href="https://www.cityftmyers.com/">https://www.cityftmyers.com/</a>	
<b>PHONE NUMBER:</b> 239-321-7631	<b>SUPERVISOR:</b> Grant Alley - City Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 6	

**DUTIES:**

Florida  
Assisted the City Attorney in providing legal services to the City Council, Mayor, City Manager, the Police Department, officers, employees and boards. Litigated torts, contracts and construction disputes.

**REASON FOR LEAVING:**

Higher responsibility, greater challenge.

<b>DATES:</b> From: 1/2001 To: 9/2014	<b>EMPLOYER:</b> City of Fort Myers	<b>POSITION TITLE:</b> Risk Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code) Fort Myers, Florida	<b>COMPANY URL:</b> <a href="https://www.cityftmyers.com/">https://www.cityftmyers.com/</a>	
<b>PHONE NUMBER:</b> 239-321-7631	<b>SUPERVISOR:</b> Grant Alley - City Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 3	

**DUTIES:**

City of Fort Myers, Florida  
Administered the city's self-insurance funds, excess property & casualty insurance programs, casualty claims, workers' compensation claims and the city's safety program.

**REASON FOR LEAVING:**

Higher responsibility, greater challenge.

**CERTIFICATES AND LICENSES**

<b>TYPE:</b> Board Certified Specialist in City County Local Government Law	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> The Florida Bar
<b>TYPE:</b> Risk Management	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> American Insurance Institute
<b>TYPE:</b> Professional Registered Parliamentarian	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> National Association of Parliamentarians

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Grant Alley	<b>POSITION:</b> Fort Myers City Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) City of Fort Myers,		
<b>EMAIL ADDRESS:</b> galley@cityfortmyers.com		<b>PHONE NUMBER:</b> 239-321-7046
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Amber Slayton	<b>POSITION:</b> North Port City Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) City of North Port,		
<b>EMAIL ADDRESS:</b> aslayton@northport.com		<b>PHONE NUMBER:</b> (941) 429-7260

**Agency-Wide Questions**

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
- Are you claiming Veterans' Preference?
- No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.  
**NOTE:** Documentation substantiating your claim must be furnished at the time of application to:  
[LCHR\\_Recruitment@leoncountyfl.gov](mailto:LCHR_Recruitment@leoncountyfl.gov). **DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!**
- Are you a current Leon County Government employee?
- No
- Have you ever been a defendant in a civil action for intentional tort?
- No
- If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- N/A
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
- Have you ever been convicted of a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. **NOTE:** If this is not applicable, please type 'NA' in the space below.
- N/A
- Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. **NOTE:** If this is not applicable, please type "NA" in the space below.
- N/A
- Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. **NOTE:** If this is not applicable, please type "NA" in the space below.
- N/A
- Do you have a valid driver's license?
- Yes
- Do you have a commercial driver's license?
- No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
- Yes
- Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
- No
- Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
- No
- To your knowledge, do you have any relatives working for the Leon County Government?
- No
- If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
- N/A

20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Board Certified Specialist by the Florida Bar; Professional Registered Parliamentarian by the National Association of Parliamentarians
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Typing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**  
outlook, word, excel, westlaw, adobe all intermediate to advanced.
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**  
65 to 75 WPM
25. **TRADES SKILLS** Check any/all that apply:
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.  
None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. **Where did you first hear about this opportunity?**  
Other
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**  
Florida Bar
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)  
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)  
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)  
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)  
I have read the Notice of Veteran's Preference.

**Job Specific Supplemental Questions**

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**  
Yes
  2. **Are you currently a member of the Florida Bar and in good standing?**  
Yes
  3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**  
Yes
  4. **How many years of experience do you have in practicing local government law?**  
10+
  5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**  
10+
  6. **Do you have experience supervising or managing other attorneys?**  
Yes
  7. **Do you have Florida county government experience?**  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

**NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.**

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Mark Moriarty on 8/30/19 3:36 PM

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_



Mark Moriarty, JD, PRP, ARM  
13270 Famiglia Dr.  
Venice, FL 34293-2600  
Tel: (239) 277-1164  
Email: [mmoriarty2016@outlook.com](mailto:mmoriarty2016@outlook.com)

August 30, 2019

Board of County Commissioners  
Leon County Courthouse  
301 S Monroe St.  
Tallahassee, FL 32301

Re: Mark Moriarty Cover Letter for County Attorney Position

Dear County Commissioners:

Please consider me for the County Attorney position.

I have 22 years' worth of experience serving as an in-house counsel for 3 different cities; Fort Myers, North Port and Cape Coral.

A few highlights of my time working for the City of Fort Myers were litigating cases to verdict in both state and federal courts, and litigating the largest most complex case of my career; a 2.5-year \$13.8 million public works contract that didn't finish on-time.

For the City of North Port, I hold the distinction of being that city's first in-house lawyer. A highlight of my time there was representing the city in a five-party deal between the city, the county, an improvement district, a landowner/developer and the Atlanta Braves baseball franchise to relocate the team's spring training to the city.

I currently work for the City of Cape Coral. Cape Coral was platted in the 50's, incorporated in the 70's and is now the 8<sup>th</sup> largest city in the State of Florida with an estimated population of 180,000. The pace of the growth is astonishing. I work closely with the city's Procurement Department. Last month the City Council approved its 102<sup>nd</sup> contract for the year making the combined aggregate contractual dollar value for the year at \$88.5 million dollars.

I am certified by the Florida Bar as a Board-Certified Specialist in City County and Local Government Law. I have served as a Past Chair of City County Local Government Law Section of the Florida Bar.

I have the qualifications, expertise, ability and confidence to do an outstanding job for Leon County.

Thank you for your time spent reviewing my materials and considering me for the job. I hope to be hearing from you soon

Sincerely,

Mark Moriarty

Mark Moriarty, JD, BCS, ARM, PRP  
13270 Famiglia Dr.  
Venice, FL 34293  
(239) 277-1164  
[mmoriarty2016@outlook.com](mailto:mmoriarty2016@outlook.com)



## **I. Employment History**

### **Assistant City Attorney** (2017 to present)

City of Cape Coral, Florida

Provide quality legal services to the Mayor and City Council, the City Manager, and City Departments and Agencies, by advising the elected and appointed officers in all matters relating to their official powers, duties and responsibilities and by enforcing the provisions of the City Charter and Code and County, State and Federal law.

### **City Attorney** (2014 to 2017)

City of North Port, Florida

Created the city's first in-house legal department. Served as the City's legal advisor and counselor for all departments and all its officers in matters relating to their official duties.

### **Assistant City Attorney** (1996 to 2014)

City of Fort Myers, Florida

Assisted the City Attorney in providing legal services to the City Council, Mayor, City Manager, the Police Department, officers, employees and boards

### **Risk Manager** (2001 to 2014)

City of Fort Myers, Florida

Administered the city's self-insurance funds, excess property & casualty insurance programs, casualty claims, workers' compensation claims and the city's safety program.

### **Adjunct Professor** (1997 to 2015)

Florida Southwestern State College

Instructor of legal and business courses.

## **II. Bar Admissions, Designations, and Certifications**

United States District Court for the Middle District of Florida

Florida

Florida Bar Board Certified Specialist City County & Local Government Law

Associates in Risk Management

Professional Registered Parliamentarian

## **III. Published Works**

*"Misled Interested Citizens and Florida's Public Meeting Laws",* Vol. 93, No. 1 Florida Bar Journal 52 (January/February 2019)

*"Parliamentary Procedure: Accomplishing the Will of the Majority While Protecting the Rights of the Minority in an Efficient and Respectful Manner",* Volume 91, No. 10 Florida Bar Journal 52 (December 2017)

## **IV. Professional Memberships**

Florida Bar

National Association of Parliamentarians

## **V. Bar Service and Leadership**

Past President, City County Local Government Section of the Florida Bar

Chair of the City County Local Government's Section's Web Site & Listserv Committee

## **VI. Education:**

Juris Doctorate (1996) Delaware Law: Widener University

Baccalaureate of Arts.(1988) University of Delaware

# **Mark Moriarty**

## **Reference Check**



## Telephone Reference Check

Attachment #3  
Page 11 of 16

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: Mark Moriatty Date: 10/3/2019  
Applicant's Employer: City of Fort Myers Phone: 239-321-7631  
Name of Person Contacted: Grant Alley  
Title of Person Contacted: City Attorney

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Risk Manager and Assistant City Attorney

2. Were you the direct supervisor of the applicant? ☒ Yes ☐ No If no, who was the direct supervisor at the time the applicant separated from this employment? \_\_\_\_\_

3. What were the dates of employment? From: 1/96 To: 9/2014

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Assisted the City Attorney in providing legal services. Also administered the city's Risk Management program.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

☒ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? Worked well with the city's management team. Very intellectual, very ethical, does

Peers? Worked well with staff and subordinates.

The Public? Handled difficult issues with the public, goes out of his way to ensure the public understood the law. Received several compliments from citizens.

7. Could you briefly comment on the applicant's:

Strengths? Very intellectual, very ethical, doesn't play politics

Opportunities for improvement? None

8. Was this person in a supervisory role? ☒ Yes ☐ No If yes, how would you define the applicant's management style? Had his own staff in the Risk Managers role. Participated in various board.

9. Would you rehire this applicant in their current position or position last held?

☒ Yes ☐ No

If no, please explain why.

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☒ Yes ☐ No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments?

He was the type person, with high level direction, would see the case through to the end.

Ability to take on new responsibilities?

Would volunteer for additional tasks even while carrying a significant caseload.

Potential for advancement? Absolutely

Degree of supervision needed? None. Would handle issues without supervision.

Overall attitude? Dedicated and loyal public servant. He has devoted his career to it. Very good at the job.

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☐ No ☐ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Gives Mr. Moriarty the highest recommendation. Active with the Florida Bar and often volunteers on Committees. He had jury trial experience which was beneficial to the office. Mr. Moriarty was attentive to public input and concerns. He had the public's respect in that they trusted he was telling them the truth.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a

Date: \_\_\_\_\_

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		



## Telephone Reference Check

Attachment #3  
Page 13 of 16

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: Mark Moriarty Date: 9/24/19  
Applicant's Employer: City of Cape Coral Phone: 239-574-0530  
Name of Person Contacted: Nodie Ferguson  
Title of Person Contacted: HR Customer Service Representative

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Assistant City Attorney

2. Were you the direct supervisor of the applicant? ☐ Yes ☒ No If no, who was the direct supervisor at the time the applicant separated from this employment? Delores Menendez

3. What were the dates of employment? From: 9/2017 To: Present

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Represent the City of Cape Coral City Council.

\*\* Job reference not provided by employer.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

☐ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? \_\_\_\_\_

Peers? \_\_\_\_\_

The Public? \_\_\_\_\_

7. Could you briefly comment on the applicant's:

Strengths? \_\_\_\_\_

Opportunities for improvement? \_\_\_\_\_

8. Was this person in a supervisory role? ☐ Yes ☐ No If yes, how would you define the applicant's management style? \_\_\_\_\_

9. Would you rehire this applicant in their current position or position last held?

☐ Yes ☐ No

If no, please explain why. \_\_\_\_\_

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☐ Yes ☐ No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? \_\_\_\_\_

Ability to take on new responsibilities? \_\_\_\_\_

Potential for advancement? \_\_\_\_\_

Degree of supervision needed? \_\_\_\_\_

Overall attitude? \_\_\_\_\_

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☐ No ☐ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: \_\_\_\_\_

Date: \_\_\_\_\_

15. Date personnel file was reviewed: \_\_\_\_\_

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

\_\_\_\_\_  
Verification Completed by

\_\_\_\_\_  
Print Last Name

Initials of Verifier		Date	Time
Attempt #1			
Attempt #2			
Attempt #3			



## PERSONAL REFERENCE QUESTIONS

Name of Applicant: **Mark Moriarty**

Position Applied For: **County Attorney**

1. How long have you known the candidate? **Since April 2016**

2. What is your relationship with the candidate? **He was my direct supervisor for a year. We remained friends after he left and still meet up for coffee sometimes.**

3. Would you describe the candidate as a leader? **Yes** If yes, why? **I would say he's an inspirational leader and his most outstanding attribute is his temperament. He's a great mentor. Also as a manager he hires very well; talented people that can complement each other and work well together. He's calm as a cucumber.**

4. Have you ever worked on a project with this individual? **Yes** If yes, did the candidate follow through with his/her portion of the duties or responsibilities? **Well on most projects I was usually the manager but he was always open to my perspective; never dictating. He always had an open door policy and pushed me to do more challenging opportunities.**

5. How does the candidate react in stressful situations? **Incredibly calmly and professionally. Of course, being the City Attorney is stressful, but I was always very impressed with his calmness. Even after finding out later, after some cases were over, that he was stressed; he never showed it.**

6. How does the candidate relate to others? He has outstanding people skills. Everyone likes him; even the newspaper called him a "nice guy." I hold him in the highest esteem.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? 1000% Compassionate? Yes; very Motivated? Yes

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as Ethical, respectable, admirable, good sense of humor, unflappable, and a role model.

b. This person's strengths include Great demeanor and management style. I would work for him again in a heartbeat. He always made his job look effortless.

c. This person could be more effective if he/she worked to improve Mentored more, more organization (although he started the first in-house attorney's office for the City; the City went 14 years with outside counsel), and more detail-oriented.

9. Is there anything else you might be able to tell us about this individual that would help us to make an employment decision? He's highly qualified and very easy to work with (not a pushover). I value his ethics and morals. Just an overall good person. To have someone in your office that brings professionalism and intelligence is a unique combination that would be of value and benefit your organization.

Amber Slayton  
Person giving reference

9/27/2019  
Date

# **Chasity O'Steen**

## **Application**

## EMPLOYMENT APPLICATION



**LEON COUNTY GOVERNMENT**  
 315 S. Calhoun Street  
 Tallahassee, Florida 32301  
 850-606-2400  
<http://www.leoncountyfl.gov>

**O'Steen, Chasity H.**  
**085-19 COUNTY ATTORNEY**

**Received: 9/1/19 8:35 PM**  
**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> COUNTY ATTORNEY		<b>EXAM ID#:</b> 085-19
<b>NAME:</b> (Last, First, Middle) O'Steen, Chasity H.		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) 9850 Sidney Lane, Tallahassee, Florida 32311		<b>EMAIL ADDRESS:</b> chasityosteen@gmail.com
<b>HOME PHONE:</b> (850) 566-3188	<b>ALTERNATE PHONE:</b>	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: FL	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>MINIMUM COMPENSATION:</b> \$175,000.00 per year	<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular	
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time	
<b>SHIFTS YOU WILL ACCEPT:</b> Day, Evening, Night	

## EDUCATION

<b>DATES:</b> From: 8/2000 To: 5/2003	<b>SCHOOL NAME:</b> Florida State University College of Law	
<b>LOCATION: (City, State)</b> Tallahassee, Florida	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Professional
<b>MAJOR:</b> Law		<b>UNITS COMPLETED:</b> 88 - Semester
<b>DATES:</b> From: 8/1998 To: 4/2000	<b>SCHOOL NAME:</b> Florida State University	
<b>LOCATION: (City, State)</b> Tallahassee, Florida	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> English Literature		<b>UNITS COMPLETED:</b> 57 - Semester
<b>DATES:</b> From: 6/1996 To: 12/1997	<b>SCHOOL NAME:</b> Tallahassee Community College	
<b>LOCATION: (City, State)</b> Tallahassee, Florida	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Associate's
<b>MAJOR:</b> General Studies		<b>UNITS COMPLETED:</b> 21 - Semester
<b>DATES:</b> From: 8/1993 To: 12/1995	<b>SCHOOL NAME:</b> Florida State University	
<b>LOCATION: (City, State)</b> Tallahassee, Florida	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Associate's
<b>MAJOR:</b> General Studies		<b>UNITS COMPLETED:</b> 48 - Semester

## WORK EXPERIENCE

<b>DATES:</b> From: 2/2019 To: Present	<b>EMPLOYER:</b> State of Florida, Department of Management Services	<b>POSITION TITLE:</b> General Counsel
<b>ADDRESS:</b> (Street, City, State, Zip Code) 4050 Esplanade Way, Suite 160, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> dms.myflorida.com
<b>PHONE NUMBER:</b> 8504880229	<b>SUPERVISOR:</b> Jonathan Satter and David Clark - Secretary and Chief of Staff, respectively	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 22	
<b>DUTIES:</b> Serve as the chief legal advisor to the Secretary and Department leadership; serve as the Department Ethics Officer; coordinate and oversee work performed by personnel in the Office of the General Counsel and by outside counsel in support of the Divisions of Retirement, State Group Insurance, State Technology, State Purchasing, Real Estate Development and Management, Human Resource Management, Specialized Services, and Finance and Administration; assist and provide support to the Legislative Affairs, Communications, Information Technology, and Departmental Purchasing teams regarding matters germane to the Department's mission, priorities, and interests; assist and provide support to the Legislative Affairs team to advance Department priorities and interests; perform other tasks as requested.		
<b>REASON FOR LEAVING:</b> I am happy in my current position and have not been actively seeking employment elsewhere. However, I have attained the position of General Counsel and there is no further advancement available in state government unless I move to a policy position. A vacancy in the Leon County Attorney position is rare. Given my background and experience in local and state government and ability to thrive in challenging and demanding work environments, I am qualified for the vacancy and would be interested in becoming the Leon County attorney.		
<b>DATES:</b> From: 1/2017 To: 2/2019	<b>EMPLOYER:</b> State of Florida, Department of Financial Services	<b>POSITION TITLE:</b> General Counsel
<b>ADDRESS:</b> (Street, City, State, Zip Code) PL-11, The Capitol, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> myfloridacfo.com
<b>PHONE NUMBER:</b> 850-413-2898	<b>SUPERVISOR:</b> Budd Kneip, then Ryan West - Chiefs of Staff	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 225	
<b>DUTIES:</b> Direct management of and responsibility for the development and implementation of matters involving the Office of General Counsel and outside counsel, the Division of Administration, the Division of Funeral, Cemetery and Consumer Services, and the Division of Rehabilitation and Liquidation; oversight of the Office of General Counsel included work in support of the Divisions of Treasury, Accounting and Auditing, Insurance Agent and Agency Services, Risk Management, Workers' Compensation, State Fire Marshal, Public Assistance Fraud, Investigative and Forensic Services, Rehabilitation and Liquidation, Administration, Funeral and Cemetery, Unclaimed Property, and Consumer Services; served as chief legal advisor to the state of Florida Chief Financial Officer and Department leadership; served as the Department Ethics Officer; coordinated and oversaw compliance reviews and proposed recommendations to improve the efficiency and operation of the Department; assisted and provided support to Legislative Affairs germane to Department priorities and interests; performed other tasks as requested.		
<b>REASON FOR LEAVING:</b> I was offered a position at the State of Florida, Department of Management Services.		
<b>DATES:</b> From: 8/2014 To: 1/2017	<b>EMPLOYER:</b> State of Florida, Department of Financial Services	<b>POSITION TITLE:</b> Deputy General Counsel
<b>ADDRESS:</b> (Street, City, State, Zip Code) J. Edwin Larson Bldg, 200 E Gaines Street, 6th Floor, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> dms.myfloridacfo.com
<b>PHONE NUMBER:</b> 8504134210	<b>SUPERVISOR:</b> M. Drew Parker - General Counsel	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 42	
<b>DUTIES:</b> Managed personnel in the Office of General Counsel specific to Service of Process, Constitutional Issues, Public Records, and Contracts and Rulemaking; Florida Certified Contract Manager with oversight of outside legal counsel contracts and work; reviewed, worked with, and advised Department staff regarding procurement and contract documents and issues; provided legal review of statutory interpretation and rule issues and provided legal opinions regarding same; reviewed, analyzed, and advised Department personnel regarding public records laws; reviewed and revised operating procedures; edited work product of Office of General Counsel team members; consulted with other attorneys regarding pending litigation and settlement; coordinated continuing legal education and training for attorney personnel; oversaw administration of the Office of General Counsel; performed other tasks as requested by the General Counsel.		
<b>REASON FOR LEAVING:</b> I was promoted to General Counsel within the State of Florida, Department of Financial Services.		
<b>DATES:</b> From: 4/2014 To: 8/2014	<b>EMPLOYER:</b> State of Florida, Department of Children and Families	<b>POSITION TITLE:</b> Deputy General Counsel
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1317 Winewood Boulevard, Building 2, Room 204, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> myflfamilies.com
<b>PHONE NUMBER:</b> 8504882381	<b>SUPERVISOR:</b> M. Drew Parker, then Rebecca Kapusta - General Counsels	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 12	
<b>DUTIES:</b> Worked with and advised Department staff regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; reviewed and drafted proposed rules; reviewed and revised operating procedures; edited documents of fellow Office of the General Counsel team members; coordinated with outside counsel regarding litigation and settlement; reviewed and approved outside counsel billing; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.		
<b>REASON FOR LEAVING:</b> I was offered the position of Deputy General Counsel at the State of Florida, Department of Financial Services.		
<b>DATES:</b> From: 6/2013 To: 4/2014	<b>EMPLOYER:</b> State of Florida, Department of Children and Families	<b>POSITION TITLE:</b> Managing Attorney, Chief Legal Counsel

<b>ADDRESS:</b> (Street, City, State, Zip Code) 1317 Winewood Boulevard, Building 2, Room 204, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> myflfamilies.com
<b>PHONE NUMBER:</b> 8504882381	<b>SUPERVISOR:</b> M. Drew Parker - General Counsel	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 4	
<b>DUTIES:</b> Worked with and advised Department personnel regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; edited documents of fellow Office of the General Counsel team members; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.		
<b>REASON FOR LEAVING:</b> I was promoted to Deputy General Counsel within the State of Florida, Department of Children and Families.		
<b>DATES:</b> From: 1/2012 To: 6/2013	<b>EMPLOYER:</b> Sniffen & Spellman, P.A	<b>POSITION TITLE:</b> Associate
<b>ADDRESS:</b> (Street, City, State, Zip Code) 123 N Monroe Street, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> sniffenlaw.com
<b>PHONE NUMBER:</b> 8502051996	<b>SUPERVISOR:</b> Rob Sniffen - Managing Partner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 1	
<b>DUTIES:</b> Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility financing, including federal and state grant funding, administrative law, labor and employment law, and civil litigation. Served as General Counsel to the Piney-Z Community Development District, the Nature Coast Regional Water Authority, and the Big Bend Water Authority.		
<b>REASON FOR LEAVING:</b> I left private practice to work as in-house counsel for a state government entity.		
<b>DATES:</b> From: 8/2005 To: 12/2011	<b>EMPLOYER:</b> Rose, Sundstrom & Bentley, LLP (now Sundstrom & Mindlin, LLP)	<b>POSITION TITLE:</b> Associate
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2548 Blairstone Pines Drive, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> sfflaw.com
<b>PHONE NUMBER:</b> 8508776555	<b>SUPERVISOR:</b> Bill Sundstrom - Managing Partner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 1	
<b>DUTIES:</b> Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility acquisition and financing, administrative law, real property, wills and trusts, and appellate and civil litigation. Served as General Counsel to the Piney-Z Community Development District and the Glades Utility Authority.		
<b>REASON FOR LEAVING:</b> There was a downturn in public sector financing work, and I wanted to diversify my legal experience into other areas of law.		
<b>DATES:</b> From: 6/2003 To: 8/2005	<b>EMPLOYER:</b> Hopping Green & Sams, P.A	<b>POSITION TITLE:</b> Associate
<b>ADDRESS:</b> (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> hgslaw.com
<b>PHONE NUMBER:</b> 850-222-7500	<b>SUPERVISOR:</b> Cheryl Stuart and Jonathan Johnson - Managing Attorneys	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 1	
<b>DUTIES:</b> Provided legal counsel to landowners, developers, and special purpose local governments regarding the financing and management of infrastructure for new and developing communities, commonly known as community development districts; this representation included advice on matters related to public procurement and contracts, real property, public finance, construction, ethics, public records and Sunshine law compliance, and other local government matters; served as General Counsel to community development district boards; prepared for and attended local government and Florida Land and Water Adjudicatory Commission meetings.		
<b>REASON FOR LEAVING:</b> Recruited to join another private firm where I could gain water and wastewater utility experience and learn other areas of law.		
<b>DATES:</b> From: 1/2003 To: 4/2003	<b>EMPLOYER:</b> Hopping Green & Sams, P.A.	<b>POSITION TITLE:</b> Law Clerk
<b>ADDRESS:</b> (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> hgslaw.com
<b>PHONE NUMBER:</b> 8502227500	<b>SUPERVISOR:</b> Cherly Stuart and Jonathan Johnson - Managing Attorneys	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 30	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> Performed legal research and analysis and developed work product in the areas of community development districts, land use, property rights, and state and local government taxation; assisted with the development of legislative initiatives and bill analyses.		
<b>REASON FOR LEAVING:</b> I left for a brief period to study for and take final exams during my third year of law school. I then subsequently became re-employed by the firm after graduating from law school.		

<b>DATES:</b> From: 8/2002 To: 12/2002	<b>EMPLOYER:</b> Florida First District Court of Appeal	<b>POSITION TITLE:</b> Judicial Extern
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2000 Drayton Drive, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> 1dca.org
<b>PHONE NUMBER:</b> 8504871000	<b>SUPERVISOR:</b> Honorable Edwin B. Browning, Jr. - Appellate Judge	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> Worked with Judge Browning in clerkship capacity; conducted legal research; drafted case summaries and opinions; conferred with judicial clerks and Judge Browning regarding pending cases; observed oral arguments.		
<b>REASON FOR LEAVING:</b> Externship ended.		
<b>DATES:</b> From: 4/2002 To: 8/2002	<b>EMPLOYER:</b> Hopping Green & Sams, P.A.	<b>POSITION TITLE:</b> Law Clerk
<b>ADDRESS:</b> (Street, City, State, Zip Code) 119 South Monroe Street, Suite 300, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> hgslaw.com
<b>PHONE NUMBER:</b> 8502227500	<b>SUPERVISOR:</b> Wade Hopping and others - Managing Partner and other firm attorneys	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 30	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> Performed legal research and analysis and developed legal work product in the areas of community development districts, land use, property rights, and state and local government taxation.		
<b>REASON FOR LEAVING:</b> I accepted an externship opportunity with the State of Florida First District Court of Appeal.		
<b>DATES:</b> From: 9/2001 To: 4/2002	<b>EMPLOYER:</b> Florida House of Representatives	<b>POSITION TITLE:</b> Legislative/Legal Intern
<b>ADDRESS:</b> (Street, City, State, Zip Code) The Capitol, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> myfloridahouse.gov
<b>PHONE NUMBER:</b> 8507175650	<b>SUPERVISOR:</b> David de la Parte - Council leadership	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 30	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> Conducted legal research; drafted bills and performed policy analyses; drafted talking points for bill sponsors; tracked legislation through the bicameral process; prepared bill summaries; edited fellow House staff projects.		
<b>REASON FOR LEAVING:</b> The internship ended.		

#### CERTIFICATES AND LICENSES

<b>TYPE:</b> Florida Bar Board Certified Attorney in City, County and Local Government Law	
<b>LICENSE NUMBER:</b> Not Applicable	<b>ISSUING AGENCY:</b> The Florida Bar

#### Skills

<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b> English - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

#### ADDITIONAL INFORMATION

<b>Professional Associations</b> <ul style="list-style-type: none"> <li>- Second Judicial Circuit Nominating Commission, appointed to 2 terms (2013 to 2019)</li> <li>- The Florida Bar Standing Committee on Diversity and Inclusion, appointed 2013 to 2018, Past Chair (2015-2016), Executive Committee Member &amp; Technology Subcommittee Vice Chair (2014-2015)</li> <li>- Second Judicial Circuit Grievance Committee, appointed from 2011 to 2014, Chair (2013-2014)</li> <li>- The Florida Bar Special Committee on Diversity and Inclusion, appointed from 2011 to 2013</li> <li>- United States District Court, Northern District of Florida; United States District Court of Appeals for the Eleventh Circuit, admitted 2012</li> <li>- The Florida Bar Voluntary Bar Liaison Committee, appointed 2007 to 2012, Chair (2009-2010), Vice Chair (2010-2011)</li> <li>- Tallahassee Women Lawyers, President (2007-2008), President-Elect (2006-2007), Treasurer-Elect (2004-2005)</li> <li>- William H. Stafford American Inn of Court, Associate Member from 2006 to 2010, Membership Committee (2006-2007)</li> </ul> <b>Honors &amp; Awards</b> <ul style="list-style-type: none"> <li>- Leaders in the Law Award Recipient, Florida Association for Women Lawyers, 2011</li> <li>- Rising Star, Florida Super Lawyers Magazine, 2009 and 2010, Utilities</li> <li>- FSU College of Law, Law Review, Notes and Comments Editor, Volume 30</li> <li>- FSU College of Law, Moot Court - Vice President, Intramural Competition Co-Chair, William VanDercreek Award Recipient</li> <li>- Phi Delta Phi International Legal Fraternity</li> </ul>
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**Additional Information**

Co-author of published article, We Built It and They Came! Now What? Public-Private Partnerships in the Replacement Era, Stetson Law Review, Volume 41, Number 2, Winter 2012.

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Rob Sniffen	<b>POSITION:</b> Managing Partner, Sniffen & Spellman PA
<b>ADDRESS:</b> (Street, City, State, Zip Code) Sniffen & Spellman PA, 123 N Monroe Street, Tallahassee, Florida 32301		
<b>EMAIL ADDRESS:</b> rsniffen@sniffenlaw.com		<b>PHONE NUMBER:</b> 8502051996
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Bill Sundstrom	<b>POSITION:</b> Managing Partner
<b>ADDRESS:</b> (Street, City, State, Zip Code) Sundstrom & Mindlin LLP, 2548 Blairstone Pines Drive, Tallahassee, Florida 32301		
<b>EMAIL ADDRESS:</b> wsundstrom@sfflaw.com		<b>PHONE NUMBER:</b> 8508776555
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> David Clark	<b>POSITION:</b> Chief of Staff, Department of Management Services
<b>ADDRESS:</b> (Street, City, State, Zip Code) State of Florida, Department of Management Services, 4050 Esplanade Way, Tallahassee, Florida 32399		
<b>EMAIL ADDRESS:</b> david.a.clark@dms.myflorida.com		<b>PHONE NUMBER:</b> 850-410-2954
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Drew Parker	<b>POSITION:</b> Partner, Radey Law Firm
<b>ADDRESS:</b> (Street, City, State, Zip Code) Radey Law Firm, P.O. Box 10967, Tallahassee, Florida 32302		
<b>EMAIL ADDRESS:</b> dparker@radeylaw.com		<b>PHONE NUMBER:</b> 8504256694
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Chris Anderson	<b>POSITION:</b> Executive Director, The Florida Commission on Ethics
<b>ADDRESS:</b> (Street, City, State, Zip Code) Commission on Ethics, P.O. Box 15709, Tallahassee, Florida 32317		
<b>EMAIL ADDRESS:</b> anderson.chris@leg.state.fl.us		<b>PHONE NUMBER:</b> 8504887864



**Agency-Wide Questions**

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
1. **Are you claiming Veterans' Preference?**  
No
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.  
NOTE: Documentation substantiating your claim must be furnished at the time of application to: [LCHR\\_Recruitment@leoncountyfl.gov](mailto:LCHR_Recruitment@leoncountyfl.gov). DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. **Are you a current Leon County Government employee?**  
No
3. **Have you ever been a defendant in a civil action for intentional tort?**  
No
4. **If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.**  
N/A
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
5. **Have you ever been convicted of a felony or a first-degree misdemeanor?**  
No
6. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.**  
N/A
7. **Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?**  
No
8. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**  
N/A
9. **Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?**  
No
10. **If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**  
N/A
11. **Do you have a valid driver's license?**  
Yes
12. **Do you have a commercial driver's license?**  
No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
13. **Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"**  
No
14. **Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.**  
No
15. **To your knowledge, do you have any relatives working for the Leon County Government?**  
No
16. **If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.**  
N/A

20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Attorney licensed by The Florida Bar to practice in Florida.
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).  
Computer: Word Processing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**  
Microsoft Suite
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**
25. **TRADES SKILLS** Check any/all that apply:  
None of the Above
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**  
N/A
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.  
None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**  
N/A
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)  
Previously certified in City, County, and Local Government Law
30. **Where did you first hear about this opportunity?**  
Friend
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)  
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)  
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)  
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)  
I have read the Notice of Veteran's Preference.

**Job Specific Supplemental Questions**

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**  
Yes
  2. **Are you currently a member of the Florida Bar and in good standing?**  
Yes
  3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**  
Yes
  4. **How many years of experience do you have in practicing local government law?**  
10+
  5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**  
10+
  6. **Do you have experience supervising or managing other attorneys?**  
Yes
  7. **Do you have Florida county government experience?**  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

**NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.**

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Chasity H. O'Steen on 9/1/19 8:35 PM

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

# CHASITY H. O'STEEN

9850 Sidney Lane Tallahassee, Florida 32311 (850) 566-3188 chasityosteen@gmail.com

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Director Candice M. Wilson  
Office of Human Resources  
315 South Calhoun Street  
Tallahassee, Florida 32301  
WilsonCa@leoncountyfl.gov

Dear Director Wilson,

Thank you for the opportunity to apply for the Leon County Attorney position. After reviewing the job description, I am confident that I have the necessary skills to succeed in the position and perform above expectations.

I am a hard-working professional who has been praised as quality-oriented by my co-workers, peers, and management. Over the course of my 16-year legal practice, I've developed a skill set and experience directly relevant to the County Attorney position. Overall, I have consistently demonstrated leadership, communication, and teamwork abilities during my career, and I invite you to review my detailed achievements in the attached resume and application that I have submitted for consideration.

After reviewing my resume, I hope you will agree that I am the type of competent and qualified candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit Leon County. Please contact me at the number or email address above if you have any questions or if I can provide any additional information that may be helpful in evaluating my qualifications for the County Attorney position.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Chasity H. O'Steen

# Chasity H. O'Steen

9850 Sidney Lane - Tallahassee, Florida 32311 - (850) 566-3188

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## Professional Honors

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- **Florida Bar Board Certified Attorney - City, County & Local Government, 2012-2016**
- Selected as **Leaders in the Law Award Recipient**, Florida Association for Women Lawyers, 2011
- Selected as **Rising Star**, *Florida Super Lawyers Magazine*, 2009 & 2010, Utilities

## Education

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**Tallahassee Community College**, Tallahassee, FL – Associate in Arts, December 1997

**Florida State University**, Tallahassee, FL - Bachelor of Arts, English Literature, April 2000

**Florida State University College of Law**, Tallahassee, FL - Juris Doctor, May 2003

**Academic Activities & Honors:** Law Review – Notes and Comments Editor, Volume 30; Moot Court - Vice President, Intramural Competition Co-Chair, William VanDercreek Award Recipient; Phi Delta Phi International Legal Fraternity; William H. Stafford American Inn of Court – Student Member; F.S.U. College of Law Summer Law Program at Oxford

## Experience

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### **State of Florida, Department of Management Services, Tallahassee, FL....General Counsel, 2/2019-Current**

Serve as the chief legal advisor to the Secretary and Department leadership; serve as the Department Ethics Officer; coordinate and oversee work performed by personnel in the Office of the General Counsel and by outside counsel in support of the Divisions of Retirement, State Group Insurance, State Technology, State Purchasing, Real Estate Development and Management, Human Resource Management, Specialized Services, and Finance and Administration; assist and provide support to the Legislative Affairs, Communications, Information Technology, and Departmental Purchasing teams regarding matters germane to the Department's mission, priorities, and interests; assist and provide support to the Legislative Affairs team to advance Department priorities and interests; perform other tasks as requested.

### **State of Florida, Department of Financial Services, Tallahassee, FL.....General Counsel, 1/2017 – 2/2019**

Direct management of and responsibility for the development and implementation of matters involving the Office of General Counsel and outside counsel, the Division of Administration, the Division of Funeral, Cemetery and Consumer Services, and the Division of Rehabilitation and Liquidation; oversight of the Office of General Counsel included work in support of the Divisions of Treasury, Accounting and Auditing, Insurance Agent and Agency Services, Risk Management, Workers' Compensation, State Fire Marshal, Public Assistance Fraud, Investigative and Forensic Services, Rehabilitation and Liquidation, Administration, Funeral and Cemetery, Unclaimed Property, and Consumer Services; served as chief legal advisor to the state of Florida Chief Financial Officer and Department leadership; served as the Department Ethics Officer; coordinated and oversaw compliance reviews and proposed recommendations to improve the efficiency and operation of the Department; assisted and provided support to Legislative Affairs germane to Department priorities and interests; performed other tasks as requested.

### **State of Florida, Department of Financial Services,**

#### **Office of the General Counsel, Tallahassee, FL.....Deputy General Counsel, 8/2014 – 1/2017**

Managed personnel in the Office of General Counsel specific to Service of Process, Constitutional Issues, Public Records, and Contracts and Rulemaking; Florida Certified Contract Manager with oversight of outside legal counsel contracts and work; reviewed, worked with, and advised Department staff regarding procurement and contract documents and issues; provided legal review of statutory interpretation and rule issues and provided legal opinions regarding same; reviewed, analyzed, and advised Department personnel regarding public records laws; reviewed and revised operating procedures; edited work product of Office of General Counsel team members; consulted with other attorneys regarding pending litigation and settlement; coordinated continuing legal education and training for attorney personnel; oversaw administration of the Office of General Counsel; performed other tasks as requested by the General Counsel.

**State of Florida, Department of Children and Families,**

**Office of General Counsel, Tallahassee, FL.....Chief Legal Counsel, 6/2013 – 8/2014**

Promoted to Deputy General Counsel, 4/2014; Worked with and advised Department staff regarding policy, procurement, and contract issues; prepared and reviewed procurement and contract documents; reviewed and drafted proposed rules; reviewed and revised operating procedures; edited documents of fellow Office of the General Counsel team members; coordinated with outside counsel regarding litigation and settlement; reviewed and approved outside counsel billing; supervised Office of the General Counsel personnel; performed other tasks as directed by the General Counsel.

**Sniffen & Spellman, P.A., Tallahassee, FL..... Associate, 1/2012 – 6/2013**

Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility financing, including federal and state grant funding, administrative law, labor and employment law, and civil litigation. Served as General Counsel to the Piney-Z Community Development District, the Nature Coast Regional Water Authority, and the Big Bend Water Authority.

**Rose, Sundstrom & Bentley, LLP, Tallahassee, FL..... Associate, 8/2005 – 12/2011**

Provided legal assistance to clients in the areas of local government, water and wastewater utilities, utility acquisition and financing, administrative law, real property, wills and trusts, and appellate and civil litigation. Served as General Counsel to the Piney-Z Community Development District and the Glades Utility Authority.

**Hopping Green & Sams, P.A., Tallahassee, FL Law Clerk, 4/02 – 8/02, 1/03 – 4/03; Associate, 6/2003 – 8/2005**

As an attorney, provided legal counsel to landowners, developers, and special purpose local governments regarding the financing and management of infrastructure for new and developing communities, commonly known as community development districts; this representation included advice on matters related to public procurement and contracts, real property, public finance, construction, ethics, public records and Sunshine law compliance, and other local government matters; served as General Counsel to community development district boards; prepared for and attended local government and Florida Land and Water Adjudicatory Commission meetings. As a law clerk, performed legal research and analysis and developed work product in the areas of community development districts, land use, property rights, and state and local government taxation; assisted with the development of legislative initiatives and bill analyses.

**Florida First District Court of Appeal, Tallahassee, FL .....Judicial Extern, 8/2002 – 12/2002**

Worked with Judge Browning in clerkship capacity; conducted legal research; drafted case summaries and opinions; conferenced with judicial clerks and Judge Browning regarding pending cases; observed oral arguments.

**Florida House of Representatives,**

**Council for Healthy Communities, Tallahassee, FL .....Legislative/Legal Intern, 9/2001 – 4/2002**

Conducted legal research; drafted bills and performed policy analyses; drafted talking points for bill sponsors; tracked legislation through the bicameral process; prepared bill summaries; edited fellow House staff projects.

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**Publications**

*We Built It and They Came! Now What? Public-Private Partnerships in the Replacement Era*, Co-Author, Stetson Law Review, Volume 41, Number 2, Winter 2012.

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**Professional Affiliations**

- Appointed to two terms, 2013-2019, Member – **Second Judicial Circuit Nominating Commission**
- Appointed 2013, Executive Committee Member & Technology Subcommittee Vice Chair and Committee Vice Chair 2014-2015, Past Chair 2015-2016 - **The Florida Bar Standing Committee on Diversity and Inclusion**
- President 2007-2008; President-Elect 2006-2007; Treasurer-Elect 2004-2005 – **Tallahassee Women Lawyers**
- Chair 2009-2010; Vice Chair 2010-2011; Member 2007 – 2012 - **The Florida Bar Voluntary Bar Liaison Committee**
- Appointed 2011; 2011-2014; Past Chair – **Second Circuit Grievance Committee**
- Member; 2011-2013 – **The Florida Bar Special Committee on Diversity and Inclusion**
- Associate Member 2006-2010; Membership Committee 2006-2007, **William H. Stafford American Inn of Court**
- Admitted 2012, **United States District Court, Northern District of Florida; United States Court of Appeals for the Eleventh Circuit**

# **Chasity O'Steen**

## **Reference Check**

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? I was the Managing Partner of the law firm she worked at.

3. Would you describe the candidate as a leader? Yes If yes, why? She is involved in organizations. She serves as a mentor to other lawyers. She is good at managing lawyers.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

She is very professional and follows through.

5. How does the candidate react in stressful situations? I never saw her react negatively. She is composed.

6. How does the candidate relate to others? She does very well. She does not have any problems relating to others. She is very approachable and relatable.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as focused, has a servant heart and good leadership skills.



b. This person's strengths include being able to handle difficult people. She is thick skinned.  
She is good when the chips are down.

c. This person could be more effective if he/she worked to improve Could not think of  
anything.

9. Is there anything else you might be able to tell us about his individual that would help us to make  
an employment decision? She would be a perfect fit.

Rob Sniffen  
Person giving reference

October 4, 2019  
Date

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? It was Professional as the Director of the Ethics Commission. We discussed issues and legal analysis. She represented clients.

3. Would you describe the candidate as a leader? Yes If yes, why? She takes initiative, leads by example, and serves as a resource.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

We collaborated on complicated issues. The outcome went as it should have on issues.

5. How does the candidate react in stressful situations? I haven't seen her lose control. She is methodical and even keeled.

6. How does the candidate relate to others? She does very well. She is pleasant, cordial, and nice.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Very Patient? Yes Compassionate? Yes Motivated? Yes; energetic

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as capable, has good attention to detail, and accepts responsibility.

b. This person's strengths include **precise identification of legal issues, understands context, and delivers useful product.**

c. This person could be more effective if he/she worked to improve **I don't see any weaknesses.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **She knows ethics laws and other legal acumen. She has dealt with other government officials and employees.**

**Chris Anderson**  
Person giving reference

**October 2, 2019**  
Date

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: **Chasity O'Steen**

Position Applied For: **County Attorney**

1. How long have you known the candidate? **Our children attend the same school and activities.**

2. What is your relationship with the candidate? **She is a direct report since the beginning of 2019.**

3. Would you describe the candidate as a leader? **Yes** If yes, why? **She goes above and beyond. She would never ask an employee to do what she would not do. She goes over issues thoroughly. She will follow up and has a high level of integrity.**

4. Have you ever worked on a project with this individual? **Yes.**

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

**She can juggle multiple projects. She's a self-starter and can anticipate issues. She's good with pulling team members together and assisting team members when needed.**

5. How does the candidate react in stressful situations? **She has a calming demeanor and is. not inflammatory. She is fact based.**

6. How does the candidate relate to others? **She is personable, approachable, and politically tactful. She has a high EQ.**

7. In your experience with the candidate, have you found him/her to be:

Reliable? **Yes** Patient? **Yes** Compassionate? **Very** Motivated? **Absolutely.**

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as **dedicated, driven, above reproach.**

b. This person's strengths include **being able to digest large volumes of technical information and simplify it for a variety of audiences.**

c. This person could be more effective if he/she worked to improve **to not try to do everything herself and cause burnout. She's a very hard worker.**

9. Is there anything else you might be able to tell us about this individual that would help us to make an employment decision? **She is passionate, dedicated, and loyal. Her reputation and credibility is important to her. She can come up with solutions. She put a lot of thought into applying for the position.**

**David Clark**  
Person giving reference

**September 29, 2019**  
Date

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? I have known her since about 2000.

2. What is your relationship with the candidate? We graduated from law school together. I also hired her in a couple of positions in procurement and financial services.

3. Would you describe the candidate as a leader? Yes If yes, why? I also recommended her for the General Counsel position.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Yes.

5. How does the candidate react in stressful situations? She deals well with problems.

6. How does the candidate relate to others? She deals very well with others. We complemented each other. She is more diplomatic and charming. She has good people skills.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Very Patient? Yes Compassionate? Yes Motivated? Very

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as competent, reliable, and trustworthy.

b. This person's strengths include being detail-oriented.

c. This person could be more effective if he/she worked to improve understanding client objectives and consider alternatives to reach goal. She sometimes views the world as black or white.

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? You should hire her. She's personable, charming, and receives the highest praises.

Drew Parker  
Person giving reference

September 28, 2019  
Date

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: Chasity O'Steen

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years

2. What is your relationship with the candidate? I was her employer; we had to down-size in 2010 due to economic reasons.

3. Would you describe the candidate as a leader? Yes If yes, why? She does outstanding, exemplary work. You could send her to a hostile meeting and she would come back achieving goals.

4. Have you ever worked on a project with this individual? Yes.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities?

Absolutely. Her work was always done. She is very tenacious.

5. How does the candidate react in stressful situations? She reacts very well. She will never forget who her client is.

6. How does the candidate relate to others? Very well.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes

Her work is off the chart and she works like a bull dog.

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as hardworking, dedicated, goal-oriented, and disarming.



- b. This person's strengths include smart, works well with others including hostile people, and a hard worker.
- c. This person could be more effective if he/she worked to improve No suggestions.
9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? She is very honest and can make an organization work.

Bill Sundstrom  
Person giving reference

October 2, 2019  
Date

# **LaShawn Riggans**

## **Application**

## EMPLOYMENT APPLICATION



**LEON COUNTY GOVERNMENT**  
 315 S. Calhoun Street  
 Tallahassee, Florida 32301  
 850-606-2400  
<http://www.leoncountyfl.gov>

**Riggins, LaShawn D**  
**085-19 COUNTY ATTORNEY**

**Received: 8/6/19 4:42 PM**  
**For Official Use Only:**

QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> COUNTY ATTORNEY		<b>EXAM ID#:</b> 085-19
<b>NAME:</b> (Last, First, Middle) Riggins, LaShawn D		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) [REDACTED]		<b>EMAIL ADDRESS:</b> ldriggans@gmail.com
<b>HOME PHONE:</b> [REDACTED]	<b>ALTERNATE PHONE:</b>	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: FL	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>MINIMUM COMPENSATION:</b> \$190,000.00 per year	<b>ARE YOU WILLING TO RELOCATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular	
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time	
<b>SHIFTS YOU WILL ACCEPT:</b> Day, Evening, Night, Weekends, On Call (as needed)	

## EDUCATION

<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> The Coaching and Positive Psychology Institute	
<b>LOCATION: (City, State)</b> Peachtree City, Georgia	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Certification
<b>MAJOR:</b> Personal Development Coaching		<b>UNITS COMPLETED:</b>
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Florida Coastal School of Law	
<b>LOCATION: (City, State)</b> Jacksonville, Florida	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Professional
<b>MAJOR:</b> Criminal Law		<b>UNITS COMPLETED:</b>
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Kennesaw State University	
<b>LOCATION: (City, State)</b> Kennesaw, Georgia	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Master's
<b>MAJOR:</b> Public Administration		<b>UNITS COMPLETED:</b>
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Kennesaw State University	
<b>LOCATION: (City, State)</b> Kennesaw, Georgia	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Political Science		<b>UNITS COMPLETED:</b>

## WORK EXPERIENCE

<b>DATES:</b> From: 9/2017 To: Present	<b>EMPLOYER:</b> Leon County Attorney's Office	<b>POSITION TITLE:</b> Deputy County Attorney
<b>ADDRESS:</b> (Street, City, State, Zip Code) 301 S. Monroe Street, Suite 202, Tallahassee, Florida, 32301		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 850-606-2500	<b>SUPERVISOR:</b> Herbert W. A. Thiele - County Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 10
<b>DUTIES:</b> Provide legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Work closely with the County Attorney, serving as second in command of the office. Manage staff and Assistant County Attorneys. Render legal advice concerning labor and employment, transactions, contracts, procurement, public records, ethics, prosecuting or defending lawsuits, legal rights and obligations, and policy matters. Work with federal, state, local, administrative, and quasi-judicial governmental agencies to achieve objectives. Conduct meetings and negotiations. Draft contracts, inter-local agreements, ordinances, court pleadings, and other legal documents. Litigate cases to further the best interests of the County.	
<b>REASON FOR LEAVING:</b> Reason for applying: To grow, enhance, and further dedicate my extensive legal and professional experience, high level of professionalism, and strong commitment to community service, as the County Attorney for Leon County, Florida.	
<b>DATES:</b> From: 1/2011 To: 9/2017	<b>EMPLOYER:</b> Leon County Attorney's Office
<b>POSITION TITLE:</b> Assistant County Attorney	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 301 S. Monroe Street, Suite 202, Tallahassee, Florida, 32301	
<b>COMPANY URL:</b>	
<b>PHONE NUMBER:</b> 850-606-2500	<b>SUPERVISOR:</b> Herbert W. A. Thiele - County Attorney
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Provided legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Advised clients concerning transactions, claim liability, advisability of prosecuting or defending lawsuits, and legal rights and obligations. Drafted contracts, bonds, ordinances, resolutions, and other legal instruments. Provided counsel to the Procurement Review Board at bid protest hearings. Handled labor and employment matters, including disciplinary issues, EEOC complaints, Veterans' Preference claims, and unemployment compensation.	
<b>REASON FOR LEAVING:</b> Promotion	
<b>DATES:</b> From: 1/2008 To: 4/2011	<b>EMPLOYER:</b> University of West Florida
<b>POSITION TITLE:</b> Adjunct Professor	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1170 Martin Luther King Jr Blvd, Fort Walton Beach, Florida, 32547	
<b>COMPANY URL:</b>	
<b>PHONE NUMBER:</b> 850-218-0770	<b>SUPERVISOR:</b> Kathrine Johnson - Criminal Justice Program Coordinator
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 8	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Taught classes in Criminal Law and Judicial Process to third- and fourth-year college students. Created the course syllabus, lesson plan, and examinations. Conducted conferences with students to address individual goals and progress. Worked with a diverse population of students and developed strategies for responding effectively to a wide range of learning styles. Utilized online learning management systems to organize course content and communicate with students.	
<b>REASON FOR LEAVING:</b> Relocated to Tallahassee, FL for new career opportunity.	
<b>DATES:</b> From: 8/2006 To: 1/2011	<b>EMPLOYER:</b> Office of State Attorney First Judicial Circuit
<b>POSITION TITLE:</b> Assistant State Attorney	
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1B 9th Ave, Shalimar, Florida, 32579	
<b>COMPANY URL:</b>	
<b>PHONE NUMBER:</b> 850-598-5758	<b>SUPERVISOR:</b> Ginger Madden - Supervising Attorney
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Prosecuted felony cases on behalf of the State of Florida. Assembled case files, interviewed witnesses in preparation for trial, attended and conducted depositions, conducted plea negotiations, investigated case data, and researched applicable case law. Tried felony cases in court. Assisted the Juvenile Division with juvenile intake and filing decisions, including diversion. Attended juvenile court proceedings in the absence of the juvenile prosecutor. Provided legal advice to law enforcement officers. Reviewed arrest and search warrant applications submitted by law enforcement officers.	
<b>REASON FOR LEAVING:</b> Personal and family reasons.	

#### CERTIFICATES AND LICENSES

<b>TYPE:</b> CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>
<b>TYPE:</b> Florida Bar	
<b>LICENSE NUMBER:</b> 0029450	<b>ISSUING AGENCY:</b>
<b>TYPE:</b> United States District Court, Northern District	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>

**Skills****OFFICE SKILLS:**

Typing: 70  
Data Entry: 0

**OTHER SKILLS:****LANGUAGE(S):****ADDITIONAL INFORMATION****Honors & Awards**

- The Florida Bar, Professional Ethics Committee (Appointed, July 1, 2019)
- The Florida Bar, First District Florida Registered Paralegal Committee, Chair (Appointed two consecutive terms, 2013 – 2019)
- Labor and Employment Law EEOC and FEPA Liaison Committee
- Labor and Employment Law School Liaison Committee
- "25 Women You Need to Know" Award (2019)

**Professional Memberships**

- The Florida Bar
- United States District Court, Northern District
- American Bar Association
- Tallahassee Bar Association
- Tallahassee Women Lawyers, a local chapter of the Florida Association of Women Lawyers
- William H. Stafford American Inn of Court
- Phi Alpha Delta Law Fraternity, International

**Miscellaneous****PRESENTATIONS**

North Florida Chapter - Florida Society of Certified Public Managers (April 9, 2019)

o Keynote speaker, Conflict Resolution in the Workplace

Florida National Guard Victim Advocate Continuing Education (2017 – Present)

o Provide training and instruction on aspects of sexual assault cases from initiation to conclusion, including how victim advocates can better assist victims. Examine interactions between law enforcement and victim advocates, lessons learned, and potential pitfalls.

Law Enforcement and Military Police Training (2008 – 2011)

o Conducted numerous training classes to law enforcement officers and military police in the areas of search and seizure, canine law, and conducting stops for driving under the influence (DUI).

**Volunteer Experience**

- Veteran Outreach Projects and Service Organizations (1995 – Present)
- Leon County Teen Court (2011 – Present)
- 2nd Judicial Circuit From Classroom To Courtroom (2012 – Present)
- Feeding America (2006 – Present)
- Natural Disaster Animal Sheltering Volunteer
- R. Frank Nims Middle School Civics Volunteer (2015 – Present)
- Alpha Kappa Alpha Sorority, Inc. (1995 – Present)
- Florida Department of Juvenile Justice (2008 – 2011)
- Okaloosa County Teen Court (2007 – 2011)
- Marietta Regional Youth Detention Center (2000 – 2003)
- National Suicide Prevention Lifeline (1993 – 1995)
- Georgia Court Appointed Special Advocate (1999 – 2001)

**Military Service**

Performed a wide range of assignments in support of intelligence gathering and fleet deployment. Held and maintained a high security clearance. Stationed in the Republic of Panama and in Okinawa, Japan. Achieved rank of Petty Officer E-4. Received Honorable Discharge.

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Jeffrey Arrowood	<b>POSITION:</b> Partner/Shareholder
<b>ADDRESS:</b> (Street, City, State, Zip Code) Arrowood Law Firm, 1014 N. Adams St., Tallahassee, Florida 32303		
<b>EMAIL ADDRESS:</b> attyjeff@yahoo.com		<b>PHONE NUMBER:</b> 850-224-5333
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Eric Esmond	<b>POSITION:</b> Chief, Jail Division
<b>ADDRESS:</b> (Street, City, State, Zip Code) Okaloosa County Department of Corrections, 1200 East James Lee Blvd., Crestview, Florida 32539		
<b>EMAIL ADDRESS:</b> eesmond@myokaloosa.com		<b>PHONE NUMBER:</b> 850-218-7493
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Jack Campbell	<b>POSITION:</b> State Attorney, 2nd Judicial Circuit
<b>ADDRESS:</b> (Street, City, State, Zip Code) Office of State Attorney, 301 South Monroe Street, Suite 475, Tallahassee, Florida 32301		
<b>EMAIL ADDRESS:</b> CampbellJ@leoncountyfl.gov		<b>PHONE NUMBER:</b> 850-606-6000
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Joseph Flood	<b>POSITION:</b> Partner

**ADDRESS:** (Street, City, State, Zip Code)

Dean, Ringers, Morgan and Lawton, P.A., 201 East Pine Street, Suite 1200 , Orlando, Florida 32801

**EMAIL ADDRESS:**

jfflood@drml-law.com

**PHONE NUMBER:**

407-422-4310

**Agency-Wide Questions**

- VETERANS' PREFERENCE** Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
- Are you claiming Veterans' Preference?**
- Yes
- VETERANS' PREFERENCE CONT.** If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.  
**NOTE:** Documentation substantiating your claim must be furnished at the time of application to: [LCHR\\_Recruitment@leoncountyfl.gov](mailto:LCHR_Recruitment@leoncountyfl.gov). **DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!**
3. Wartime Veteran as defined in s 1.01(14), who has served at least 1 day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.
- 3. Are you a current Leon County Government employee?**
- Yes
- 4. Have you ever been a defendant in a civil action for intentional tort?**
- No
- 5. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.**
- N/A
- CRIMINAL HISTORY INFORMATION** If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
- 6. Have you ever been convicted of a felony or a first-degree misdemeanor?**
- No
- 8. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.**
- NA
- 9. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?**
- No
- 10. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
- NA
- 11. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?**
- No
- 12. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.**
- NA
- 13. Do you have a valid driver's license?**
- Yes
- 14. Do you have a commercial driver's license?**
- No
- CITIZENSHIP/AUTHORIZATION TO WORK** Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
- Yes
- 16. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"**
- No
- 17. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.**
- No
- 18. To your knowledge, do you have any relatives working for the Leon County Government?**
- No
- 19. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.**
- N/A

20. **LICENSURE/BONDING** List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Florida Bar  
United States District Court, Northern District  
Professional Development Coaching Certificate
21. **LICENSURE/BONDING CONT.** Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. **OFFICE SKILLS** Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Typing
23. **If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.**  
Microsoft Office 365, advanced  
Microsoft Outlook, intermediate  
Cycom Data Systems/County Law  
Westlaw, advanced  
LexisNexis, intermediate
24. **If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -**  
Typing 70 wpm
25. **TRADES SKILLS** Check any/all that apply:  
None of the Above
26. **For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.**  
N/A
27. **EQUIPMENT OPERATION** Please indicate which of the following you have operated.  
None of the above
28. **Please list how many years you have operated each piece of equipment selected above.**
29. **OTHER SKILL AREAS/TRAINING** List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)  
Local Government Law in Florida  
City, County and Local Government Law Section Certification Review Course 2019  
Public Finance in Florida 2019  
Florida Assn of County Attorneys Annual CLE  
Florida's Premier Labor & Employment Conference  
Practicing Before State Labor & Employment Agencies CLE  
Public Employment Labor Relations Forum  
Sunshine Law and Public Records CLE
30. **Where did you first hear about this opportunity?**  
Other
31. **If you selected "Other" above, please list source. If not applicable, type N/A.**  
N/A
32. **NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT.** [Please Click Here to Read](#)  
I have read the Notice of Intent to Obtain a Consumer Report.
33. **DISPLACED STATE OF FLORIDA WORKER.** [Please Click Here to Read](#)  
I have read the Displaced State of Florida Worker.
34. **NOTICE TO APPLICANTS and ADDITIONAL POLICIES.** [Please Click Here to Read](#)  
I have read the Notice to Applicants and Additional Policies.
35. **NOTICE OF VETERAN'S PREFERENCE.** [Please Click Here to Read](#)  
I have read the Notice of Veteran's Preference.



**Job Specific Supplemental Questions**

1. **Are you a graduate from an accredited law school with a Juris Doctor Degree?**  
Yes
  2. **Are you currently a member of the Florida Bar and in good standing?**  
Yes
  3. **Do you have a minimum of 10 years of progressively responsible experience in practicing law?**  
Yes
  4. **How many years of experience do you have in practicing local government law?**  
8 years
  5. **How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?**  
10+
  6. **Do you have experience supervising or managing other attorneys?**  
Yes
  7. **Do you have Florida county government experience?**  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

**NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.**

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by LaShawn D Riggans on 8/6/19 4:42 PM

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

# LaShawn D. Riggans

August 6, 2019

[REDACTED]  
[REDACTED]  
[REDACTED]  
ldriggans@gmail.com

Honorable Chairman and Members of the Board of County Commissioners  
Leon County Courthouse  
301 South Monroe Street  
Tallahassee, FL 32301

Dear Honorable Chairman and Members of the Board:

Are you seeking a County Attorney with:

- 13 years of progressively responsible experience in practicing law?
- 8-½ years in the practice of local government law within the Leon County family?
- Extensive and thorough knowledge of the laws, codes, rules, and regulations which pertain to County government operations, and, in particular, to Leon County?
- Experience in supervising and managing other attorneys and staff?
- Excellent written and oral communication skills?
- A passion for serving the Leon County community?
- Strong and well-established working relationships with the County Attorney's Office, the County Administrator and County staff, County departments, boards and agencies, and State and other local governments?

If so, then look no further. The position requirements and my skills are the perfect match.

As you can see in my enclosed résumé, I possess the legal and professional experience, education, and oral and written communication skills for which you are searching. I am a highly motivated individual and dedicated public servant, and would embrace the opportunity to continue to contribute to this organization's success as your next County Attorney.

Thank you for taking the time to review my résumé, and I look forward to speaking with each of you. In the interim, should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely yours,

*LaShawn D. Riggans*

LaShawn D. Riggans  
Enclosure

# LaShawn D. Riggans

## **OBJECTIVE**

To grow, enhance, and further dedicate my extensive legal and professional experience, high level of professionalism, and strong commitment to community service, as the County Attorney for Leon County, Florida.

## **PROFESSIONAL SUMMARY**

Highly qualified, skilled, and dedicated attorney who possesses a proven record of providing exceptional legal services. Extensive background in local government law, administrative law, civil and criminal law, and labor and employment law. Expertise in analytical and deductive reasoning, legal research and writing, court and administrative proceedings, negotiations, and conducting effective meetings. Strong skills in contract law, procurement, ordinance drafting, federal and state regulations, public records law, Sunshine law, ethics, and the political process. Proven ability to manage multiple priorities and achieve prime objectives. Ability to supervise the work of others and build effective relationships. Committed to creating an atmosphere that encourages mutual respect and a collaboration of diverse ideas.

## **EDUCATION**

**Florida Coastal School of Law**  
**Jacksonville, FL**  
2003-2006  
Juris Doctor

**Kennesaw State University**  
**Kennesaw, GA**  
2000-2002  
Masters of Public Administration

**Kennesaw State University**  
**Kennesaw, GA**  
1995-1999  
Bachelor of Science in Political Science

**The Coaching and Positive Psychology Institute (CaPP)**  
**Peachtree City, GA**  
2019  
Certificate, Personal Development Coaching

## **EXPERIENCE**

### **Deputy County Attorney | Leon County Attorney's Office Tallahassee, FL**

2017 - Present

Provide legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Work closely with the County Attorney, serving as second in command of the office. Manage staff and Assistant County Attorneys. Render legal advice concerning labor and employment, transactions, contracts, procurement, public records, ethics, prosecuting or defending lawsuits, legal rights and obligations, and policy matters. Work with federal, state, local, administrative, and quasi-judicial governmental agencies to achieve objectives. Conduct meetings and negotiations. Draft contracts, interlocal agreements, ordinances, court pleadings, and other legal documents. Litigate cases to further the best interests of the County.

Examples of Major Projects/Contributions:

- Obtained favorable outcomes in litigation matters
  - Firearm Preemption, prevailed in Circuit Court
  - Tober v. Leon County, Dismissed
  - Jillian Dawn Thomas v. Nelson Andrews, et. al, Dismissed
  - Miccosukee Volunteer Fire Department Restitution Hearing
  - O'Brien's Response Management, L.L.C. v. Leon County
- Drafted ordinance closing gun show loophole
- Restructuring of CRA Interlocal Agreement
- 2018 Charter Review Committee

### **Assistant County Attorney | Leon County Attorney's Office Tallahassee, FL**

2011 - 2017

Provided legal services and advice to the Board of County Commissioners, County Administrator, County departments, and boards and agencies organized under the Board of County Commissioners. Advised clients concerning transactions, claim liability, advisability of prosecuting or defending lawsuits, and legal rights and obligations. Drafted contracts, bonds, ordinances, resolutions, and other legal instruments. Provided counsel to the Procurement Review Board at bid protest hearings. Handled labor and employment matters, including disciplinary issues, EEOC complaints, Veterans' Preference claims, and unemployment compensation.

Examples of Major Projects/Contributions:

- Simulated Gambling Ordinance (Internet Cafés)
- Operation Thank You
- Leon County Domestic Partnership Registry
- Animal Abuser Registry
- Obtained favorable outcomes in litigation matters
  - ACHA/Medicaid Billing
  - Employment/EEOC
  - Veteran's Preference
  - DJJ Rule Challenge
  - Animal Cruelty
  - Bid Protests

**Adjunct Professor, Criminal Justice and Legal Studies**  
**University of West Florida**  
**Fort Walton Beach, FL**  
2008 – 2011

**Criminal Law**

Taught classes in Criminal Law to third- and fourth-year college students, encompassing a thorough examination of major substantive crimes. Discussed the concepts of criminal responsibility, parties to crime, causation, and special legal defenses. Created the course syllabus, lesson plan, and examinations. Conducted conferences with students to address individual goals and progress. Worked with a diverse population of students and developed strategies for responding effectively to a wide range of learning styles. Used online learning management systems to organize content and communicate with students outside of class.

**Judicial Process**

Taught classes in Judicial Process to third- and fourth-year college students. Classes encompassed a thorough examination of the judicial component of the criminal justice system and comprehensive analysis of the structure, procedures and personnel of the American court system. Created the course syllabus, lesson plan, and examinations. Facilitated discussion of the political and social influences on the judicial process and organization. Conducted conferences with students to address individual goals and progress. Developed strategies to effectively address a wide range of learning styles. Utilized online learning management systems to organize course content and communicate with students.

**Assistant State Attorney | Office of State Attorney**  
**First Judicial Circuit**  
**Shalimar, FL**

2006 - 2011

Prosecuted felony cases on behalf of the State of Florida. Assembled case files, interviewed witnesses in preparation for trial, attended and conducted depositions, conducted plea negotiations, investigated case data, and researched applicable case law. Tried felony cases in court. Assisted the Juvenile Division with juvenile intake and filing decisions, including diversion. Attended juvenile court proceedings in the absence of the juvenile prosecutor. Provided legal advice to law enforcement officers. Reviewed arrest and search warrant applications submitted by law enforcement officers.

**Juvenile Justice Clinic | Florida Coastal School of Law**  
**Jacksonville, FL**

2006

Provided representation to adult and juvenile clients in court and before administrative agencies. Worked with attorneys to provide representation to juveniles in delinquency and dependency hearings. Assisted in cases involving dissolution of marriage, child custody, child support, guardianships, and adoptions.

**Victim Advocate | Cobb County District Attorney's Office  
Marietta, GA**

2002 - 2003

Guided victims of felony crimes and juvenile crimes through the criminal justice system. Attended all court proceedings in which the victim was present, explained the steps of the criminal justice system and the court process, and prepared the victim and witnesses for court appearances. Assisted with the completion of Victim Impact Statements, Victim Compensation Claims, and the return of the victim's property from evidence. Ensured that the victim received counseling and other necessary services.

**Judicial Administrative Technician II | Cobb County  
Magistrate Court  
Marietta, GA**

2000 - 2002

Performed administrative and clerical support tasks for the Criminal Division of Magistrate Court. Performed judicial support functions and provided back-up for the court clerk during hearings.

**Cryptologic Technician | United States Navy**

1988 - 1993

Performed a wide range of assignments in support of intelligence gathering and fleet deployment. Held and maintained a high security clearance. Stationed in the Republic of Panama and in Okinawa, Japan. Achieved rank of Petty Officer E-4. Received Honorable Discharge.

**VOLUNTEER WORK**

- Veteran Outreach Projects and Service Organizations (1995 – Present)
- Leon County Teen Court (2011 – Present)
- 2<sup>nd</sup> Judicial Circuit From Classroom To Courtroom (2012 – Present)
- Feeding America (2006 – Present)
- Natural Disaster Animal Sheltering Volunteer
- R. Frank Nims Middle School Civics Volunteer (2015 – Present)
- Alpha Kappa Alpha Sorority, Inc. (1995 – Present)
- Florida Department of Juvenile Justice (2008 – 2011)
- Okaloosa County Teen Court (2007 – 2011)
- Marietta Regional Youth Detention Center (2000 – 2003)
- National Suicide Prevention Lifeline (1993 – 1995)
- Georgia Court Appointed Special Advocate (1999 – 2001)

**PRESENTATIONS**

- North Florida Chapter - Florida Society of Certified Public Managers (April 9, 2019)
  - Keynote speaker, Conflict Resolution in the Workplace

- Florida National Guard Victim Advocate Continuing Education (2017 – Present)
  - Provide training and instruction on aspects of sexual assault cases from initiation to conclusion, including how victim advocates can better assist victims. Examine interactions between law enforcement and victim advocates, lessons learned, and potential pitfalls.
- Law Enforcement and Military Police Training (2008 – 2011)
  - Conducted numerous training classes to law enforcement officers and military police in the areas of search and seizure, canine law, and conducting stops for driving under the influence (DUI).

## **PROFESSIONAL MEMBERSHIPS**

- The Florida Bar
- United States District Court, Northern District
- American Bar Association
- Tallahassee Bar Association
- Tallahassee Women Lawyers, a local chapter of the Florida Association of Women Lawyers
- William H. Stafford American Inn of Court
- Phi Alpha Delta Law Fraternity, International

## **APPOINTMENTS / COMMITTEES / AWARDS**

- The Florida Bar, Professional Ethics Committee (Appointed, July 1, 2019)
- The Florida Bar, First District Florida Registered Paralegal Committee, Chair (Appointed two consecutive terms, 2013 – 2019)
- Labor and Employment Law EEOC and FEPA Liaison Committee
- Labor and Employment Law School Liaison Committee
- “25 Women You Need to Know” Award (2019)

# **LaShawn Riggans**

## **Reference Check**





## Telephone Reference Check

Attachment #5  
Page 16 of 27

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: LaShawn Riggins Date: 9/27/19  
Applicant's Employer: Office of the State Attorney Phone: 850-598-5758  
Name of Person Contacted: Ginger Madd  
Title of Person Contacted: Supervising Attorney

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Assistant State Attorney

2. Were you the direct supervisor of the applicant? ☒ Yes ☐ No If no, who was the direct supervisor at the time the applicant separated from this employment? \_\_\_\_\_

3. What were the dates of employment? From: 8/06 To: 1/11

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Prosecuted cases on behalf of the State of Florida.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

☒ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? Very well. She had a very good reputation with the Defense Bar and Judges as well.

Peers? Good relationship with support staff and was well respected among other attorneys

The Public? Good appeal to the public

7. Could you briefly comment on the applicant's:

Strengths? Very organized, pays attention to detail.

Opportunities for improvement? None.

8. Was this person in a supervisory role? ☐ Yes ☒ No If yes, how would you define the applicant's management style? \_\_\_\_\_

9. Would you rehire this applicant in their current position or position last held?

☒ Yes ☐ No

If no, please explain why. Absolutely

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☒ Yes ☐ No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Very dependable.

Ability to take on new responsibilities? Always willing to take on additional responsibilities.

Potential for advancement? Absolutely

Degree of supervision needed? Very little supervision was required. Was good at keeping me abreast of current issues.

Overall attitude? Excellent attitude. Very professional and articulate.

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☒ No ☐ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Believes Ms. Riggans would be an amazing County attorney for Leon County. She is a very hard worker. She has the intellect and work ethic to perform job.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a Date: \_\_\_\_\_

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier		Date	Time
Attempt #1	cw	9/18	9:00 a.m.
Attempt #2	cw	9/23	4:55 p.m.
Attempt #3			



## Telephone Reference Check

Attachment #5  
Page 18 of 27

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: LaShawn Riggans Date: 9/25/2019  
Applicant's Employer: University of West Florida Phone: 850-598-5758  
Name of Person Contacted: Katherine Johnson  
Title of Person Contacted: Criminal Justice Program Coordinator

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Adjunct Professor

2. Were you the direct supervisor of the applicant? ☒ Yes ☐ No If no, who was the direct supervisor at the time the applicant separated from this employment? \_\_\_\_\_

3. What were the dates of employment? From: 01/2008 To: 04/2011

4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]

Adjunct Professor - taught Criminal Law and Judicial Process classes for the university.

5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]

☒ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory

6. Could you please comment on this person's ability to work with and relate to:

Management? N/A

Peers? N/A

The Public? Great with students. Very creative in her teaching techniques.

7. Could you briefly comment on the applicant's:

Strengths? Very knowledgeable. She possessed both the academic and practical knowledge of the law.

Opportunities for improvement? None noted.

8. Was this person in a supervisory role? ☐ Yes ☒ No If yes, how would you define the applicant's management style? \_\_\_\_\_

9. Would you rehire this applicant in their current position or position last held?

☒ Yes ☐ No

If no, please explain why. \_\_\_\_\_

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☒ Yes ☐ No If no, please explain why.

11. Would you please comment on this applicant's:

Dependability on work assignments? Very dependable

Ability to take on new responsibilities? Flexible to the needs of the school and its students.

Potential for advancement? Absolutely

Degree of supervision needed? None

Overall attitude? She is a go getter. Very passionate.

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☒ No ☐ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Ms. Riggins would do well as the County Attorney. Her knowledge of the law is top notched. She is very dedicated.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a

Date: \_\_\_\_\_

15. Date personnel file was reviewed: n/a

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier		Date	Time
Attempt #1	CW	9/18	9:00 a.m.
Attempt #2	CW	9/23	4:55 p.m.
Attempt #3			



## Telephone Reference Check

Attachment #5  
Page 20 of 27

References can be checked as soon as interviews are completed and the selection team has reached consensus on the recommended candidate. A reference check is required only for the top candidate. If unable to contact a reference on the first attempt, make two more attempts on separate dates and document below.

### General Information

Applicant: LaShawn Riggans Date: 10/3/2019  
Applicant's Employer: Leon County Government Phone: 606-2500  
Name of Person Contacted: Dan Rigo on behalf of Herb Thiele  
Title of Person Contacted: Assistant County Attorney

***My name is {Name} with Leon County. I would like to verify information given to me by {Applicant's Name} who is applying for the position of {Position Name} with Leon County.***

1. What was the job title? Deputy County Attorney
2. Were you the direct supervisor of the applicant? ☐ Yes ☒ No If no, who was the direct supervisor at the time the applicant separated from this employment? Currently employed
3. What were the dates of employment? From: 01/31/2011 To: Present
4. What were the duties and responsibilities of his/her job? [Please attach an additional page if necessary.]
5. Would you evaluate the overall quality of work performed as: [Please check the appropriate one]  
☒ Outstanding ☐ Good ☐ Average ☐ Below Standard ☐ Unsatisfactory
6. Could you please comment on this person's ability to work with and relate to:  
Management? Excellent team player, takes direction well. Recognizes her role and acts accordingly.  
Peers? Excellent, outstanding. Both a peer and a great leader. Very well liked and works well with everyone.  
The Public? Relates well with anyone even in difficult situations. Handles matters in a professional manner.
7. Could you briefly comment on the applicant's:  
Strengths? Analyzes the issues well. Not hesitant to handle tough issues.  
Opportunities for improvement? None
8. Was this person in a supervisory role? ☒ Yes ☐ No If yes, how would you define the applicant's management style? Leads by example. Acts

9. Would you rehire this applicant in their current position or position last held?

☐ Yes ☐ No

If no, please explain why. Currently employed

10. Given the applicant's performance in the current or last position held, would you support a promotion?

☒ Yes ☐ No If no, please explain why.

The County Attorney's office staff would welcome Ms. Riggans in the role of County Attorney. She has shown tremendous leadership in the office over the years.

11. Would you please comment on this applicant's:

Dependability on work assignments?

Very dependable. Manages her own caseload while also ensuring other attorneys are on top of their caseload.

Ability to take on new responsibilities?

Yes. Does not shy away from responsibilities.

Potential for advancement?

Yes. Would like to see her as the new County Attorney.

Degree of supervision needed?

None. Self starter and self motivated.

Overall attitude?

Professional, detailed oriented, humble, listens to needs.

12. Has any derogatory information provided above been discussed with the employee?

☐ Yes ☐ No ☐ N/A

13. Is there anything else of related significance we should know about {Applicant's Name}?

Not only is Ms. Riggans respected in the community, she is well respected in her role of Deputy County Attorney. She very knowledgeable of the law and not afraid to handle tough issues.

14. If available, what is the most recent evaluation score or rating, and date completed for {Applicant's Name}?

a. Evaluation score/rating: n/a

Date: \_\_\_\_\_

15. Date personnel file was reviewed: \_\_\_\_\_

If the personnel file was not reviewed, please explain why.

16. If unable to complete the reference check in its entirety, please explain why.

Candice Wilson

Verification Completed by

Wilson

Print Last Name

Initials of Verifier	Date	Time
Attempt #1		
Attempt #2		
Attempt #3		

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggans

Position Applied For: County Attorney

1. How long have you known the candidate? 15 years.

2. What is your relationship with the candidate? We had a working relationship. I was a Public Defender and she worked for the State Attorney.

3. Would you describe the candidate as a leader? Absolutely. If yes, why? She's honest and a hard worker.

4. Have you ever worked on a project with this individual? I can't recall.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? \_\_\_\_\_

5. How does the candidate react in stressful situations? She's very good. She will weigh all options.

6. How does the candidate relate to others? She does great with relationships. She listens to all sides of issues.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Absolutely Patient? Yes Compassionate? Absolutely Motivated? Definitely

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as honest, trustworthy, and reliable.

b. This person's strengths include seeing both sides of an argument. She understands and applies the law compassionately.

c. This person could be more effective if he/she worked to improve **There are no suggestions on improvements. She works very well at what she does.**

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? **You can't go wrong with her. If LaShawn says she is going to do something she will do it.**

**Jeffrey Arrowood**  
Person giving reference

**September 30, 2019**  
Date



## PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggins

Position Applied For: County Attorney

1. How long have you known the candidate? 7-10 years.
2. What is your relationship with the candidate? We are professional colleagues and in a professional organization.
3. Would you describe the candidate as a leader? Yes If yes, why? She's able to motivate and is a person of conviction. I have been in a team setting with her. She is knowledgeable. Her demeanor instills confidence in others.
4. Have you ever worked on a project with this individual? Yes. If yes, did the candidate follow through with his/her portion of the duties or responsibilities? Yes
5. How does the candidate react in stressful situations? She reacts very well in situations. She can portray negative information directly and respectfully.
6. How does the candidate relate to others? She does very well in professional and social situations. She has a good appearance and carries herself well. She is friendly and jovial.
7. In your experience with the candidate, have you found him/her to be:  
  
Reliable? Yes Patient? Yes Compassionate? Yes Motivated? Yes
8. Please complete the following sentences regarding the candidate:
  - a. I would best describe this individual as being a strong advocate for the community. She has a wealth of experience in the military and civilian life to relate to a variety of people.

- b. This person's strengths include having a strong moral conviction and advocacy.
- c. This person could be more effective if he/she worked to improve having a soft touch.
9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? I think she would be a great County attorney.

Jack Campbell  
Person giving reference

October 4, 2019  
Date

## PERSONAL REFERENCE QUESTIONS

Name of Applicant: LaShawn Riggans

Position Applied For: County Attorney

1. How long have you known the candidate? 10 years.

2. What is your relationship with the candidate? Colleague and friend.

3. Would you describe the candidate as a leader? Absolutely. If yes, why? She always contributes to an endeavor. She took it upon herself to offer to teach classes.

4. Have you ever worked on a project with this individual? No.

If yes, did the candidate follow through with his/her portion of the duties or responsibilities? \_\_\_\_\_

5. How does the candidate react in stressful situations? She does very well. She's a calm person. She's a product of her professional history.

6. How does the candidate relate to others? Very well; she is cooperative and a people person.

7. In your experience with the candidate, have you found him/her to be:

Reliable? Absolutely Patient? Yes Compassionate? Yes Motivated? Absolutely

8. Please complete the following sentences regarding the candidate:

a. I would best describe this individual as very versatile.

b. This person's strengths include dedication and compassion.

c. This person could be more effective if he/she worked to improve She has very high expectations of herself. She can possibly be less self-critical.

9. Is there anything else you might be able to tell us about his individual that would help us to make an employment decision? She's collaborative, loyal, and has good working relationships.

Eric Esmond  
Person giving reference

October 2, 2019  
Date

# **Kambria Anderson**

## **Application**

## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

Anderson, Kambria A.E.  
085-19 COUNTY ATTORNEY

Received: 7/20/19 8:05 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) Anderson, Kambria A.E.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 3460 Jamber Drive, Ocoee, Florida 34761		EMAIL ADDRESS: kambriaanderson@outlook.com
HOME PHONE: (850) 284-4569	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$52.08 per hour; \$100,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	

## EDUCATION

DATES: From: 8/2017 To: Present	SCHOOL NAME: Florida State University School of Public Management	
LOCATION: (City, State) Ocoee, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Certification
MAJOR: Public Management		UNITS COMPLETED:
DATES: From: 1/2017 To: 4/2017	SCHOOL NAME: Valencia College	
LOCATION: (City, State) Orlando, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Certification
MAJOR: Leadership Development		UNITS COMPLETED:
DATES: From: 8/2006 To: 5/2009	SCHOOL NAME: Florida Agricultural and Mechanical University-College of Law	
LOCATION: (City, State) Orlando, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law		UNITS COMPLETED: 90 - Semester
DATES: From: 8/2001 To: 12/2004	SCHOOL NAME: Florida State University	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Business Marketing		UNITS COMPLETED: 131 - Semester

## WORK EXPERIENCE

DATES: From: 3/2016 To: Present	EMPLOYER: Orange County Corrections Department	POSITION TITLE: Liaison to the Chief of Corrections
ADDRESS: (Street, City, State, Zip Code) 3723 Vision Boulevard, Orlando, Florida, 32839		COMPANY URL: www.bestjail.com
PHONE NUMBER: 4078363564	SUPERVISOR: Louis A. Quinones - Corrections Chief	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 55	# OF EMPLOYEES SUPERVISED: 4	

**DUTIES:**

- Serves as advisor to the Chief of Corrections and principal liaison for various divisions that report to the Chief of Corrections, and other outside agencies and organizations
- Assists in the development and implementation of special projects and initiatives as requested by the Chief of Corrections, Deputy Chiefs, the Management Team and the Internal Affairs Administrator
- Supervises, monitors and manages the Corrections Risk Management Analyst
- Responsible for training, performance appraisals, oversight and development of staff assigned to the Chief's Office
- Manages, directs and coordinates matters relating to the Corrections Recruitment Team and the Corrections Honor Guard
- Initiates and directs office staff in the research and preparation of special projects and provides analysis/research on critical issues. This includes development of white papers, letters or talking points for presentations
- Manages actions of office staff in the response to correspondence and telephone messages for the Chief
- Assists in the development and implementation of policies and procedures for the efficient and effective operation of the Chief's office
- Represents the Chief, as directed, and communicates during meetings with County staff and the public
- Provides timely and accurate responses to citizens, elected officials, legislators, community leaders, the media and County staff
- Assists in reviewing and monitoring the budget for the department and its divisions and assists in preparation for the bi-annual budget and budget work sessions
- Participates on committees, councils and boards and reviews risk management reports. Reviews and participates in Union related matters
- Coordinates strategic planning in customer service enhancements with divisions reporting to the Chief of Corrections
- Provides routine support in areas such as customer relations and marketing initiatives associated with new and existing departmental programs
- Performs other duties as assigned including supervisory duties

**REASON FOR LEAVING:**

This is my present employer.

<b>DATES:</b> From: 1/2016 To: 3/2016	<b>EMPLOYER:</b> Legal Services (Private)	<b>POSITION TITLE:</b> Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> Orlando, Florida, 32712		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 8502844569	<b>SUPERVISOR:</b> Kambria Anderson - Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	

**DUTIES:**

- Litigated bench and jury trials involving misdemeanor and felony criminal offenses
- Advised clients in family law and foreclosure matters
- Researched applicable case law and drafts and responds to motions and other pleadings
- Communicated with clients, witnesses, court personnel and law enforcement officers
- Reviewed probable cause affidavits, crash reports, incident reports and other documents in preparation for court proceedings
- Negotiated plea and settlement agreements in the best interest of my clients
- Executed necessary tasks for probation violation hearings and bond hearings

**REASON FOR LEAVING:**

I was provided with an opportunity to use my legal and business acumen in the criminal justice field in county government.

<b>DATES:</b> From: 5/2015 To: 1/2016	<b>EMPLOYER:</b> Southwest Florida Water Management District	<b>POSITION TITLE:</b> Senior Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 7601 US 301 , Tampa, Florida, 33637		<b>COMPANY URL:</b> www.swfwmd.state.fl.us
<b>PHONE NUMBER:</b> 8139857481	<b>SUPERVISOR:</b> Karen West - General Counsel	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

- Assisted the District in litigation and other proceedings before state and local administrative and judicial tribunals by preparing pleadings and drafting and reviewing discovery
- Drafted Notices of Violations and Consent Order Agreements regarding rule and statute violations pertaining to environmental resource, wells construction and water use permits
- Advised the District's Regulation and Enforcement staff and other personnel in rule development, application, administration and enforcement
- Composed, reviewed and edited contracts, deeds, interagency agreements, lease agreements and other legal documents
- Evaluated and responded to water use variance requests
- Researched issues pertaining to land use matters, open government laws and personnel concerns
- Performed tasks to complete the Florida rulemaking process
- Prepared litigation strategies to assist outside counsel in litigation (pertaining to depositions and motions)
- Developed and recommended policies, procedures and actions based on legal knowledge and experience, interpretation of legal documents and analysis of District liability
- Participated in site visits with engineers, scientists, hydrologists and other technical staff to assess damages and corrective actions
- Reviewed homeowner's association documents (Articles of Incorporation and Declaration of Covenants) for required language pertaining to storm water management systems
- Corresponded, communicated and advised the Office of Risk Management and Human Resources on disciplinary matters and training concerns
- Wrote position statements in response to Equal Employment Opportunity Commission charges alleging discrimination
- Assisted with presentations before the Governing Board, District staff and the general public
- Communicated with the public regarding various environmental concerns and complaints and routed them to the appropriate personnel to assist
- Prepared responses to legal requests from District staff
- Attended board meetings
- Supervised and reviewed activities of assigned administrative support staff members and resolved problems as non-routine situations arose

**REASON FOR LEAVING:**

I opted to to go into private practice as a result of a challenging commute.

<b>DATES:</b> From: 1/2015 To: 5/2015	<b>EMPLOYER:</b> Florida Department of Children & Families	<b>POSITION TITLE:</b> Senior Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1300 Duncan Drive, Tavares, Florida, 32778		<b>COMPANY URL:</b> www.myflfamilies.com
<b>PHONE NUMBER:</b> 3526096039	<b>SUPERVISOR:</b> Nickole Frederick - Attorney Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 55	<b># OF EMPLOYEES SUPERVISED:</b> 3	

**DUTIES:**

- Performed all legal services on behalf of the State of Florida in juvenile dependency proceedings and termination of parental rights proceedings, governed by Chapter 39, Florida Statutes
- Participated in shelter hearings, mediations, adjudicatory hearings, motions hearings for placement and judicial reviews
- Appeared as lead attorney in circuit court litigation
- Conducted highly technical, varied and complex legal research pertaining to dependency law or other case law as needed to effectively litigate assigned cases
- Supervised paralegals and other support staff members
- Prepared and signed all legal documents and notices of filings of social work documents filed with the court in dependency proceedings, including but not limited to: petitions, pleadings, motions, discovery documents, case plans, affidavits, predisposition reports, judicial review reports and notices
- Acted as a liaison with the courts, state attorneys, public defenders, parent's attorneys, legal service programs and other elements of the community as related to assigned dependency cases
- Met deadlines for dependency actions required by statute, rules and operating procedures
- Informed management of relevant cases and situations that were of importance to the operations of the Department
- Effectively followed the escalation protocols when agreements could not be reached with the Child Protective Investigators or Case Managers as to legal action in cases
- Engaged in on-going educational efforts to remain current on case law and statutory amendments relevant to dependency proceedings

**REASON FOR LEAVING:**

I was offered a progressive position in a unique area of law.

<b>DATES:</b> From: 8/2014 To: 1/2015	<b>EMPLOYER:</b> Fifth Judicial Circuit Office of the Public Defender	<b>POSITION TITLE:</b> Assistant Public Defender
<b>ADDRESS: (Street, City, State, Zip Code)</b> 123 N. Sinclair Avenue, Tavares, Florida, 32778		<b>COMPANY URL:</b> www.pdo5.org
<b>PHONE NUMBER:</b> 3527424270	<b>SUPERVISOR:</b> Marcus Jackson - 3527424270	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 55	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

- Litigated bench and jury trials involving driving under the influence, traffic and other misdemeanor crime offenses
- Prepared misdemeanor cases for trial by drafting and responding to motions, researching applicable case law and communicating with clients, victims, court personnel and law enforcement officers
- Reviewed probable cause affidavits, crash reports, incident reports and court documents in preparation for trial
- Participated in daily court room activities (sentencings, pre-trial conferences, plea negotiation conferences and hearings, etc.)
- Negotiated plea agreements in the best interest of my clients
- Supervised and directed paralegals and support staff
- Executed the needed tasks for probation violation hearings and bond hearings

**REASON FOR LEAVING:**

I was offered a promotional position with a sister agency.

<b>DATES:</b> From: 10/2011 To: 8/2014	<b>EMPLOYER:</b> Florida Department of Corrections	<b>POSITION TITLE:</b> Assistant General Counsel
<b>ADDRESS: (Street, City, State, Zip Code)</b> 501 Calhoun Street, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> www.dc.state.fl.us
<b>PHONE NUMBER:</b> 8504885021	<b>SUPERVISOR:</b> Robert Bobek - Attorney Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 45	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

- Defended the Department's disciplinary actions before the Public Employees Relations Commission, Department of Administrative Hearings, Circuit Courts and District Courts of Appeals
- Litigated Equal Employment Opportunity Commission and Florida Commission on Human Relations cases based on employee charges of discrimination (i.e. Title VII, ADA, etc.)
- Reviewed inspector general reports, investigative reports, arrest affidavits etc. to assess what disciplinary action should be taken against Department employees
- Composed proposed recommended orders including findings of fact and legal argument
- Assisted the Department in responding to inquiries and investigations by federal authorities
- Drafted appellate briefs
- Reviewed proposed legislation and bills for applicability and effect on the Department
- Authored eviction complaints and corresponding documents
- Executed witness lists, exhibit lists and motions
- Evaluated pre-determination conference correspondence for legal sufficiency and accuracy regarding relevant facts, violations of law, rules, procedures and policies
- Prepared settlement agreements in the best interest of the Department
- Advised management (Wardens and Circuit Administrators) as to the benefits and risks of disciplinary action



-Interviewed law enforcement and civilian witnesses in preparation for hearings  
 -Examined agency rules, policy and procedure and legislative bills for constitutional sufficiency  
 -Assessed proposed final action forms for compliance with appropriate state and federal laws and for compliance with Department policies prohibiting nepotism, favoritism, or cronyism  
 -Served as alternate Litigation Attorney by monitoring the Department's litigation matters and communicating with the Risk Management Department  
 -Supervised paralegals

**REASON FOR LEAVING:**

I relocated to central Florida after I got married.

<b>DATES:</b> From: 4/2010 To: 10/2011	<b>EMPLOYER:</b> Florida Office of the Attorney General	<b>POSITION TITLE:</b> Assistant Attorney General
<b>ADDRESS: (Street, City, State, Zip Code)</b> The Capitol-PI 01, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> www.myfloridalegal.com
<b>PHONE NUMBER:</b> 8504143300	<b>SUPERVISOR:</b> Susan - Maher	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 45	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**  
 -Reviewed incident reports, investigative reports and court documents in preparation for appellate litigation  
 -Prepared responses to extraordinary writ petitions such as Writs of Mandamus, Writs of Habeas Corpus, and Writs of Certiorari to the circuit and appellate courts claiming administrative rule, Florida statute and constitutional violations  
 -Drafted appellate briefs, motions for sanctions, motions to dismiss and status reports for filing in the state court  
 -Supervised paralegals and administrative staff  
 -Monitored the agency's Uniform Commercial Code cases naming public officials  
 -Completed deposition training facilitated by the National Attorney General Training & Research Institute

**REASON FOR LEAVING:**

I was offered a promotional position with a sister agency.

<b>DATES:</b> From: 8/2009 To: 4/2010	<b>EMPLOYER:</b> Miami-Dade State Attorney's Office	<b>POSITION TITLE:</b> Assistant State Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1350 NW 12th Avenue, Miami, Florida, 33136		<b>COMPANY URL:</b> www.miamisao.com
<b>PHONE NUMBER:</b> 3055470100	<b>SUPERVISOR:</b> David Maher - Supervising Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 65	<b># OF EMPLOYEES SUPERVISED:</b> 5	

**DUTIES:**  
 -Litigated bench and jury trials involving driving under the influence, traffic and other misdemeanor crime offenses  
 -Researched applicable case law in preparation for drafting and responding to preliminary motions and trial  
 -Communicated with law enforcement officers and victims  
 -Reviewed probable cause affidavits, crash reports, incident reports and court documents in preparation for trial  
 -Participated in daily court room activities (arraignments, pre-trial conferences, hearings, etc.)  
 -Performed pre-file conferences with victims, witnesses and law enforcement officers  
 -Executed the needed tasks for probation violation hearings, arraignments and bond hearings  
 --Supervised paralegals and administrative staff

**REASON FOR LEAVING:**

I relocated to my home city of Tallahassee

**CERTIFICATES AND LICENSES**

<b>TYPE:</b> Valencia College: Public Safety Leadership Development Certificate Program-Anticipated April 2017	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b>
<b>TYPE:</b> • Florida Bar (ID No. 71760)	
<b>LICENSE NUMBER:</b> 71760	<b>ISSUING AGENCY:</b> The Florida Bar
<b>TYPE:</b> • Florida Real Estate Licensee (ID No. SL3351372)	
<b>LICENSE NUMBER:</b> SL3351372	<b>ISSUING AGENCY:</b> The Florida Department of Business and Professional Regulations

**Skills**

<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b>
<b>LANGUAGE(S):</b> English - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

**ADDITIONAL INFORMATION**

Professional Associations  
 Women's Executive Council  
 Professional Memberships  
 Florida Council on Crime and Delinquency

REFERENCES		
REFERENCE TYPE: Professional	NAME: Cornita Riley	POSITION: Retired Chief of Orange County Corrections
ADDRESS: (Street, City, State, Zip Code) 1742 Glenwick Drive, Windermere, Florida		
EMAIL ADDRESS: cornitariley02@hotmail.com		PHONE NUMBER: 4074370144
REFERENCE TYPE: Professional	NAME: Katherine Zamboni	POSITION: Assistant County Attorney
ADDRESS: (Street, City, State, Zip Code) 1112 Manatee Avenue W.-Suite 969, Bradenton, Florida 34205		
EMAIL ADDRESS: kate.zamboni@yahoo.com		PHONE NUMBER: 7032329149
REFERENCE TYPE: Professional	NAME: Todd Studley	POSITION: Attorney Lead
ADDRESS: (Street, City, State, Zip Code) 501 S. Calhoun Street, Tallahassee, Florida 32399		
EMAIL ADDRESS: todd.studley@state.fl.us		PHONE NUMBER: 8505998778

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
1. Are you claiming Veterans' Preference?  
No
2. VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
3. Are you a current Leon County Government employee?  
No
4. Have you ever been a defendant in a civil action for intentional tort?  
No
5. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.  
Not applicable.
6. CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.  
Not applicable.
7. Have you ever been convicted of a felony or a first-degree misdemeanor?  
No
8. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.  
Not applicable.
9. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?  
No
10. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.  
Not applicable.
11. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?  
No
12. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.  
Not applicable.
13. Do you have a valid driver's license?  
Yes
14. Do you have a commercial driver's license?  
No
15. CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?  
Yes
16. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized"?  
No
17. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.  
No
18. To your knowledge, do you have any relatives working for the Leon County Government?  
No
19. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.  
Not applicable.

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.
- Florida Bar ID No. 71760
  - Florida Real Estate Licensee ID No. SL3351372
  - Florida State University Center for Public Management Certificate of Public Management August 2019
  - Florida State University Center for Public Management Certificate of Supervisory Management August 2018
  - Valencia College Public Safety Leadership Development Certificate April 2017
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.
- Not applicable.
22. OFFICE SKILLS Please indicate areas of competency (if applicable).
- Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Filing, Typing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.
- ? Proficient in Westlaw and LexisNexis legal software= Advanced
  - ? Experienced in Microsoft Word, Excel, PowerPoint, Access, Publisher and Outlook= Expert
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -
- Typing skills= 60 wpm
25. TRADES SKILLS Check any/all that apply:
- None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.
- Not applicable.
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.
- None of the above
28. Please list how many years you have operated each piece of equipment selected above.
- Not applicable.
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
- Florida State University Center for Public Management Certificate of Public Management August 2019
  - Florida State University Center for Public Management Certificate of Supervisory Management August 2018
  - Valencia College Public Safety Leadership Development Certificate April 2017
30. Where did you first hear about this opportunity?
- Leon County Website
31. If you selected "Other" above, please list source. If not applicable, type N/A.
- Not applicable.
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#)
- I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#)
- I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#)
- I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#)
- I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
10+
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Kambria A.E. Anderson on 7/20/19 8:05 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



Member Since

**09/25/2009**

**Kambria Arielle Emanuel Anderson**






**0071760**

# KAMBRIA ANDERSON

ATTORNEY | LIAISON | REALTOR

## CONTACT

-  (850) 284-4569
-  KambriaAnderson@Outlook.com
-  3460 Jamber Dr., Ocoee, 34761

## PROFILE

Attorney with 10 years of public service experience in criminal justice, human resources and civil litigation. Public safety liaison with hands-on attitude and knowledge in a fast-paced environment. Knowledgeable Florida real estate professional that keeps the end goal in mind.

## EXPERIENCE

### EDUCATION

- Florida State University Center for Public Management  
Certificate of Public Management  
August 2019
- Florida State University Center for Public Management  
Certificate of Supervisory Management  
August 2018
- Valencia College  
Public Safety Leadership Development Certificate  
April 2017
- Florida A&M Univ. College of Law  
Juris Doctor  
May 2009
- Florida State University  
B.S. – Business Marketing  
December 2004
- Amos P. Godby High School  
Diploma  
May 2001

### SKILLS

- Legal Writing & Research
- Verbal & Written Communication
- Leadership
- Attention to Detail

### Liaison to the Chief of Corrections

#### Orange County Corrections Department | Orlando, Fl. | March 2016-Present

- Serves as advisor to the Chief of Corrections and principal liaison for various divisions that report to the Chief of Corrections, and other outside agencies and organizations
- Acts as Project Manager in the development and implementation of special projects and initiatives as requested by the Chief of Corrections, Deputy Chiefs, the Management Team and the Internal Affairs Administrator
- Works closely with the Public Information Office to ensure appropriate information is disseminated from the Chief's Office
- Supervises, monitors and manages the Corrections Risk Management Analyst and reviews public records requests
- Responsible for training, performance appraisals, oversight and development of staff assigned to the Chief's Office
- Manages, directs and coordinates matters relating to the Corrections Recruitment Team and the Corrections Honor Guard
- Initiates and directs office staff in the research and preparation of special projects and provides analysis and research on critical issues
- Assists in reviewing and monitoring the budget for the department and its divisions and assists in preparation for the bi-annual budget and budget work sessions
- Participates on law enforcement, public safety, and community committees, councils and boards
- Reviews risk management reports
- Plans, coordinates and markets monthly Women of Vision, Empowerment and Networking trainings and meetings
- Reviews and participates in union related matters
- Coordinates and develops strategic planning in customer service enhancements with divisions reporting to the Chief of Corrections
- Provides routine support in areas such as customer relations and marketing initiatives associated with new and existing departmental programs
- Drafts memorandums, white papers, letters and talking points for presentations
- Manages actions of office staff in the response to correspondence and telephone messages for the Chief
- Assists in the development and implementation of policies and procedures for the efficient and effective operation of the Chief's office

# KAMBRIA ANDERSON

ATTORNEY | LIAISON | REALTOR

## KNOWLEDGE & ABILITIES

- Proficient in Westlaw and LexisNexis legal software
- Experienced in Microsoft Word, Excel, PowerPoint, Access, Publisher and Outlook
- Knowledgeable in contracts, especially those involving the purchase and lease of property
- Familiar with the Multiple Listing Service

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## LICENSES, ASSOCIATIONS & AFFILIATIONS

- Florida Bar  
ID No. 71760
- Florida Real Estate Licensee  
ID No. SL3351372
- Osceola Technical College Legal & Medical Administrative Specialist Advisory Panelist
- Florida Commission on Crime and Delinquency Member
- Women of Vision Empowerment & Networking Facilitator at the Orange County Corrections Department
- Women's Executive Caucus Member
- Toastmasters Club Orange Member

## EXPERIENCE

### Private Attorney

#### Legal Practice | Orlando, FL. | January 2016 – March 2016

- Litigated bench and jury trials involving the defense of clients charged with misdemeanor and felony criminal and drug offenses
- Researched applicable case law and drafted responses to motions and other pleadings
- Negotiated plea and settlement agreements in the best interest of my clients

### Senior Attorney

#### Southwest Florida Water Mgmt. District | Tampa, FL. | May 2015 - January 2016

- Assisted the District in litigation and other proceedings before state and local administrative and judicial tribunals by preparing pleadings and drafting and reviewing discovery
- Composed, reviewed and edited contracts, deeds, interagency agreements, lease agreements memos and other legal documents
- Advised the Office of Risk Management and Human Resources on disciplinary matters and training concerns
- Authored position statements in response to Equal Employment Opportunity Commission charges alleging discrimination
- Drafted Notices of Violations and Consent Order Agreements regarding rule and statute violations pertaining to environmental resource, wells construction and water use permits

### Senior Attorney

#### Department of Children and Families | Tavares, FL. | January 2015 – May 2015

- Performed all legal services on behalf of the State of Florida in juvenile dependency proceedings and termination of parental rights proceedings, governed by Chapter 39, Florida Statutes
- Participated in shelter hearings, mediations, adjudicatory hearings, motions hearings for placement and judicial reviews
- Conducted highly technical, varied and complex legal research pertaining to dependency law or other case law as needed to effectively litigate assigned cases
- Acted as a liaison with the courts, state attorneys, public defenders, parent's attorneys, legal service programs and other elements of the community as related to assigned dependency cases

### Assistant Public Defender

#### Fifth Circuit Office of the Public Defender | Tavares, FL. | August 2014 – January 2015

- Litigated bench and jury trials involving driving under the influence, traffic and other misdemeanor crime offenses
- Prepared misdemeanor cases for trial by drafting and responding to motions, researching applicable case law and communicating with clients, victims, court personnel and law enforcement officers
- Reviewed probable cause affidavits, crash reports, incident reports and court documents in preparation for trial



# KAMBRIA ANDERSON

ATTORNEY | LIAISON | REALTOR

## REFERENCES

- Cornita A. Riley (Professional)  
1742 Glenwick Drive  
Windermere, Florida 34786  
Phone: (407) 437-0144
- Todd Studley, Esq. (Professional)  
Florida Department of Corrections  
501 S. Calhoun Street  
Tallahassee, Florida 32399  
Phone: (850) 717-3596
- Katherine Zamboni, Esq.  
(Professional)  
Manatee County Attorney's Office  
1112 Manatee Avenue W.  
Suite 969  
Bradenton, Florida 34205  
Phone: (703) 232-9149
- Tyrone A. King, Esq. (Professional)  
King & Markman, P.A.  
941 Lake Baldwin Lane, Suite 101  
Orlando, Florida 32814  
Phone: (407) 928-9098
- The Honorable Gabrielle Sanders  
(Professional & Personal)  
Ninth Judicial Circuit  
2 Courthouse Sq.  
Kissimmee, Florida 34741  
Phone: (954) 608-4086
- The Honorable Alicia Latimore  
(Personal)  
Ninth Judicial Circuit  
2000 East Michigan Street  
Orlando, Florida 32086  
Phone: (321) 331-2660
- Marlese Wells, Esq. (Personal)  
Florida A&M University  
College of Law  
201 Beggs Drive  
Orlando, Florida 32801  
Phone: (407) 375-8073

## EXPERIENCE

### **Assistant General Counsel**

#### **Florida Department of Corrections | Tallahassee, Fl. | October 2011 – August 2014**

- Defended the Department's disciplinary actions before the Public Employees Relations Commission, Department of Administrative Hearings, Circuit Courts and District Courts of Appeals
- Litigated Equal Employment Opportunity Commission and Florida Commission on Human Relations cases based on employee charges of discrimination (i.e. Title VII, ADA, etc.)
- Reviewed inspector general reports, investigative reports, arrest affidavits etc. to assess what disciplinary action should be taken against Department employees
- Prepared contracts/settlement agreements in the best interest of the Department
- Composed memos, appellate briefs and proposed recommended orders including findings of fact and legal argument
- Assisted the Department in researching and responding to public records requests, inquiries and investigations by federal authorities and other entities

### **Assistant Attorney General**

#### **Office of the Attorney General | Tallahassee, Florida | April 2010 - October 2011**

- Reviewed incident reports, investigative reports and court documents in preparation for appellate litigation
- Prepared responses to extraordinary writ petitions such as Writs of Mandamus, Writs of Habeas Corpus, and Writs of Certiorari to the circuit and appellate courts claiming administrative rule, Florida statute and constitutional violations
- Drafted appellate briefs, motions for sanctions, motions to dismiss and status reports for filing in the state court
- Monitored the agency's Uniform Commercial Code cases naming public officials
- Completed deposition training facilitated by the National Attorney General Training & Research Institute
- Held administrative support personnel oversight

### **Assistant State Attorney**

#### **Miami-Dade State Attorney's Office | Miami, Florida | August 2009 - April 2010**

- Litigated bench and jury trials involving driving under the influence, traffic and other misdemeanor crime offenses
- Researched applicable case law in preparation for drafting and responding to preliminary motions and trial
- Communicated with law enforcement officers and victims
- Reviewed probable cause affidavits, crash reports, incident reports and court documents in preparation for trial
- Participated in daily court room activities (arraignments, pre-trial conferences, hearings, etc.)
- Performed pre-file conferences with victims, witnesses and law enforcement officers
- Executed the needed tasks for probation violation hearings, arraignments and bond hearings



## Corrections Department

3723 Vision Boulevard  
Reply To: Post Office Box 4970  
Orlando, Florida 32802-4970  
E-mail: [Cornita.riley@ocfl.net](mailto:Cornita.riley@ocfl.net)  
Website: [www.bestjail.com](http://www.bestjail.com)

Attachment #6  
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July 27, 2018

Re: Letter of Recommendation

To Whom It May Concern:

It is with great pleasure that I recommend Ms. Kambria Anderson for consideration to be hired by any professional organization she may be seeking employment with.

Ms. Anderson began her career with the Orange County Corrections Department (OCCD) in March of 2016 as my principal Liaison. She provides support to my office as well as to our Deputy Chiefs, Management Team and Internal Affairs Unit. She also serves as my Liaison to outside agencies such as, other criminal justice and law enforcement agencies, the judiciary and community agencies.

I have had the privilege and pleasure of working extensively with Ms. Anderson during her tenure with Orange County. Throughout this time she has demonstrated excellent written and oral communication skills. These skills were evident when she assisted in the development and implementation of various initiatives, programs and ceremonies for OCCD. Additionally, she has managed, directed and coordinated the efforts of the OCCD Honor Guard and the OCCD Recruitment Team, on behalf of the Chief's Office. She ensures these two elite teams reflect the mission, vision and values of the OCCD in their interactions with our agency partners and the community. Furthermore, Ms. Anderson has become a trusted advisor, capable of maintaining the strictest confidences of the Chief's Office. She is focused, determined and hard-working. Ms. Anderson's performance, consummate work ethic, professionalism and commitment to excellence are just a few attributes that make her a great asset.

Ms. Anderson's drive and self-motivation will be a tremendous benefit to any organization seeking to hire someone that will effectively and efficiently carry out their responsibilities.

I strongly recommend Ms. Kambria Anderson as a candidate for employment with any organization desiring to gain a helpful, knowledgeable and positive employee.

Sincerely,

A handwritten signature in dark ink, appearing to read "Cornita A. Riley", written over a horizontal line.

Cornita A. Riley  
Chief of Corrections

Cornita A. Riley  
Chief of Corrections  
Tel. (407) 836-3564  
Fax (407) 836-3523



FLORIDA  
DEPARTMENT of  
CORRECTIONS

Attachment #6  
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Governor

**RICK SCOTT**

Secretary

**JULIE L. JONES**

501 South Calhoun Street, Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

November 15, 2017

Re: Letter of Recommendation

To Whom It May Concern:

It is with great pleasure that I recommend Ms. Kambria Anderson for consideration to be hired by any professional organization she may be interested in.

Ms. Anderson began her career with the Florida Department of Corrections (FDOC) in 2011 as an Assistant General Counsel. She served as lead counsel in a plethora of Public Employees Relations Committee employment cases on behalf of FDOC and had an outstanding record of success. Ms. Anderson demonstrates accurate and succinct verbal and written communication skills and analytical ability, which she displayed in every case that was assigned to her. Additionally, she substituted as FDOC's Litigation Attorney as needed and monitored active cases against FDOC before Florida courts.

I had the privilege and pleasure of working with Ms. Anderson until she relocated to central Florida in 2014. Without exception, her performance, unparalleled work ethic, professionalism and congeniality are some of the attributes I always admired about her. Her peers refer to her as knowledgeable of her duties and responsibilities, helpful and positive. Ms. Anderson also has a keen interest in the betterment of her community. While at FDOC, she volunteered on a regular basis as a certified Guardian ad Litem to help abused and neglected children.

I am confident that Ms. Anderson's drive and litigation skill-set will qualify her as a tremendous asset to any organization seeking to hire someone who will take challenges and responsibilities seriously.

Sincerely,

Todd Studley, Esq.  
Attorney Supervisor  
(850) 559-8778  
[todd.studley@fdc.myflorida.com](mailto:todd.studley@fdc.myflorida.com)

# **Thomas David**

## **Application**

## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

David, Thomas Ansley  
085-19 COUNTY ATTORNEY

Received: 8/26/19 8:42 PM

For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) David, Thomas Ansley		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 1106 Gardenia Drive, Tallahassee, Florida 32312		EMAIL ADDRESS: tad13@comcast.net
HOME PHONE: 850-544-5801	ALTERNATE PHONE: 850-388-8646	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$115,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	

## EDUCATION

DATES: From: 8/2001 To: 12/2003	SCHOOL NAME: Florida State University College of Law	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law	UNITS COMPLETED:	
DATES: From: 9/1990 To: 8/1992	SCHOOL NAME: University of Georgia	
LOCATION: (City, State) Athens, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Management	UNITS COMPLETED:	
DATES: From: 1/1988 To: 6/1990	SCHOOL NAME: Bainbridge College	
LOCATION: (City, State) Bainbridge, Georgia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Business Administration	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 10/2018 To: Present	EMPLOYER: Office of Public Counsel	POSITION TITLE: Associate Public Counsel
ADDRESS: (Street, City, State, Zip Code) 111 West Madison Street, Ste. 801, Tallahassee, Florida, 32399		COMPANY URL: <a href="http://www.floridaopc.gov/">http://www.floridaopc.gov/</a>
PHONE NUMBER: 850-488-9330	SUPERVISOR: JR Kelly - Public Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	

**DUTIES:**

- \* Responsible for providing legal representation for the citizens of the state of Florida in administrative litigation before the Florida Public Service Commission
- \* Intervene in rate proceedings involving utilities regulated by the Public Service Commission
- \* Responsible for performing independent analyses, presenting written testimony of expert witnesses, cross-examining utility witnesses, and filing recommendations and briefs

**REASON FOR LEAVING:**

I am currently employed at this position. I feel like the position of County Attorney is a better fit for my skill set, and it will allow me an opportunity to serve my adopted community.

<b>DATES:</b> From: 5/2014 To: 9/2018	<b>EMPLOYER:</b> Office of the State Courts Administrator	<b>POSITION TITLE:</b> General Counsel
<b>ADDRESS: (Street, City, State, Zip Code)</b> 500 South Duval Street, Tallahassee, Florida, 32301		<b>COMPANY URL:</b> <a href="https://www.flcourts.org/Administration-Funding/Court-Administration-About-Us">https://www.flcourts.org/Administration-Funding/Court-Administration-About-Us</a>
<b>PHONE NUMBER:</b> 850-922-4370	<b>SUPERVISOR:</b> Patricia (PK) Jameson - State Courts Administrator	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 55	<b># OF EMPLOYEES SUPERVISED:</b> 4	

**DUTIES:**

- \* Developed and/or facilitated policy decisions regarding legal issues related to the administration of the entire judicial branch throughout the State Courts System of Florida
- \* Worked extensively with the State-wide and the local human resource staffs throughout the state to ensure compliance and appropriate policies relating to human resources and employment issues
- \* Responded to Equal Employment Opportunity Commission complaints filed against the Office of the State Courts Administrator, and advised local human resource staffs regarding EEOC complaints filed against local court entities
- \* Assisted in drafting certain revisions and new provisions of rules of court procedure, and revisions to canons (rules) of ethics; advised committee charged with rendering advisory opinions regarding ethics
- \* Responsible for public records issues in the State Courts System in the State of Florida, including updating OSCA and Supreme Court public record procedures and ensuring proper responses to public record requests
- \* Responsible for negotiating and ensuring the legal sufficiency of contracts executed by OSCA and other judicial branch entities
- \* Monitored and managed representation in litigation brought against any State Courts System entity and ensured that all state court personnel named in such lawsuits were properly represented by counsel
- \* Analyzed proposed legislation before and during the yearly Legislative Session, and drafted Judicial Impact Statements as requested by the Office of Legislative Affairs
- \* Developed and monitored the budget for all organizational items under the control of the General Counsel's Office

**REASON FOR LEAVING:**

I sought the opportunity to re-balance my work-life priorities and explore a different niche of the law.

<b>DATES:</b> From: 11/2012 To: 4/2014	<b>EMPLOYER:</b> State of Florida, Department of Financial Services (Public Records)	<b>POSITION TITLE:</b> Director/Executive Senior Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 200 East Gaines Street, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> <a href="https://www.myfloridacfo.com/">https://www.myfloridacfo.com/</a>
<b>PHONE NUMBER:</b> 850-413-3137	<b>SUPERVISOR:</b> Patricia (PK) Jameson - General Counsel - DFS	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 45	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

- \* Coordinated, directed and monitored the processing of responses to public records requests submitted to the Department of Financial Services (Department) and its 14 divisions, including coordinating the activity of the divisions' public records coordinators
- \* Implemented the transition of the public records process for the Department from the former tracking system to a new system that tracks and manages all information related to each request in one central program
- \* Presented instructional programs educating new department employees about public records law in the state of Florida; gave an expanded version of the presentation to Department attorneys as continuing legal education approved and credited by The Florida Bar (I have since made several public record presentations to other groups of attorneys and to judges.)
- \* Drafted, updated and revised guides and manuals that outline the policy and procedures for processing, from receipt to completion, all public records requests received by the Department
- \* Analyzed all proposed legislation related to public records
- \* Participated in the project to expand governmental transparency by providing on-line access to all contracts, and related information, to which the state of Florida was a party

**REASON FOR LEAVING:**

I accepted the position of general counsel, which was a significant career advancement.



<b>DATES:</b> From: 6/2007 To: 11/2012		<b>EMPLOYER:</b> State of Florida, Department of Financial Services (Div. of Legal Services)	<b>POSITION TITLE:</b> Assistant General Counsel/Senior Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 200 East Gaines Street, Tallahassee, Florida, 32399		<b>COMPANY URL:</b> <a href="https://www.myfloridacfo.com/">https://www.myfloridacfo.com/</a>	
<b>PHONE NUMBER:</b> 850-413-3137	<b>SUPERVISOR:</b> Laura Anstead - Managing Attorney	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 45	<b># OF EMPLOYEES SUPERVISED:</b> 1		
<b>DUTIES:</b> * Provided legal services to the Department in prosecuting violations of state law and administrative rules from initial case evaluation through the appellate process * Represented the Department throughout the litigation process, including discovery, pre-trial practice, and in formal evidentiary hearings in front of the Division of Administrative Hearings * Advised the Department staff in promulgating administrative rules within statutory authority * Caseload included Division of Agent and Agency Services cases and Division of Funeral, Cemetery and Consumer Services (board regulated) cases			
<b>REASON FOR LEAVING:</b> I was promoted to Executive Senior Attorney within the agency.			
<b>DATES:</b> From: 3/2005 To: 6/2007		<b>EMPLOYER:</b> Cooper & Byrne, PLLC	<b>POSITION TITLE:</b> Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 3520 Thomasville Road 200, Tallahassee, Florida, 32309		<b>COMPANY URL:</b>	
<b>PHONE NUMBER:</b> 850-222-8611	<b>SUPERVISOR:</b> Charles Cooper - Partner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b> 0		
<b>DUTIES:</b> * Represented clients in a variety of matters in Florida and Georgia, including: business formation, contract negotiation, and litigation related to business or commercial matters (contract disputes, employment discrimination, and collections/foreclosures) * Represented clients in Florida and Georgia probate matters, including litigation related thereto * Represented clients in administrative proceedings in Florida * Represented clients in family and domestic relation matters in Georgia			
<b>REASON FOR LEAVING:</b> The firm dissolved.			
<b>DATES:</b> From: 3/2004 To: 3/2005		<b>EMPLOYER:</b> The Bass Law Firm, LLP	<b>POSITION TITLE:</b> Attorney
<b>ADDRESS: (Street, City, State, Zip Code)</b> 311 North Broad Street, Cairo, Georgia, 39828		<b>COMPANY URL:</b>	
<b>PHONE NUMBER:</b> 229-378-7476	<b>SUPERVISOR:</b> Bill Bass, Jr. - Partner	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 45	<b># OF EMPLOYEES SUPERVISED:</b> 0		
<b>DUTIES:</b> * Immediately responsible for a varied caseload, including real estate closings and civil litigation in Georgia, and civil litigation and probate in Florida * Conducted independent research on Florida Statutes, regulations and case law * Only attorney in the firm licensed in Florida, and was therefore required to operate in an extremely independent manner regarding issues of Florida law			
<b>REASON FOR LEAVING:</b> I had the opportunity to work in Tallahassee which eliminated a commute.			
<b>DATES:</b> From: 5/2002 To: 2/2004		<b>EMPLOYER:</b> Cooper, Byrne, Blue & Schwartz, LLC	<b>POSITION TITLE:</b> Law Clerk/Intern

ADDRESS: (Street, City, State, Zip Code) 3520 Thomasville Road, Ste. 200, Tallahassee, Florida, 32309		COMPANY URL:
PHONE NUMBER: 850-222-8611	SUPERVISOR: Charles Cooper - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: * Researched Florida and federal law, including Constitutional and Administrative issues * Drafted memoranda, briefs and other documents for partners of the firm		
REASON FOR LEAVING: I graduated from law school and took a job in my hometown.		

CERTIFICATES AND LICENSES	
TYPE: Florida law license	
LICENSE NUMBER: 0706868	ISSUING AGENCY: The Florida Bar
TYPE: Georgia law license	
LICENSE NUMBER: 001336	ISSUING AGENCY: State Bar of Georgia

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
<p>Interests &amp; Activities</p> <ul style="list-style-type: none"> <li>* Capital Area Healthy Start, Board of Directors (August 2009 – July 2013); President (2011-12)</li> <li>* Member of the Capital Campaign Committee for Faith Presbyterian Church – committee charged with organizing the effort to raise money for capital improvement projects (2007)</li> <li>* Life-long Member Cairo First United Methodist Church - Stewardship Chairman (1997-1999): coordinated annual pledge drives and served on Finance Committee</li> <li>* United Methodist Men (Cairo) - President (2000) ; Vice-President (1999)</li> <li>* Member United Methodist Volunteers in Missions Workteams - Panama City, Panama (1984) ; Desire, Jamaica (1986)</li> <li>* Member work team to Panajachel, Guatemala (2019)</li> </ul> <p>Honors &amp; Awards</p> <p>Book Award (Highest Grade) - Accounting and the Law, Spring 2003</p> <p>Additional Information</p> <p>Proficient in MS Word, Outlook, Excel, Power Point, Adobe Pro, and the use of Westlaw and Lexis Nexis</p> <p>Interests &amp; Activities</p> <ul style="list-style-type: none"> <li>* Married to Jill Miller David; two sons, John Miller David (15), and Fenner David (12)</li> <li>* Interests extraneous to work include: health &amp; fitness, outdoor activities and travel</li> </ul> <p>Professional Memberships</p> <p>United States District Courts: Northern District of Florida (06/2005) Middle District of Georgia (05/2005)</p>

REFERENCES		
REFERENCE TYPE: Personal	NAME: Christy Daly Brodeur	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 850-251-3206
REFERENCE TYPE: Professional	NAME: Blan Teagle	POSITION: Deputy State Courts Administrator
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 850-294-6250
REFERENCE TYPE: Personal	NAME: Luke Newman	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 850-570-2265
REFERENCE TYPE: Professional	NAME: Eric Maclure	POSITION: Deputy State Courts Administrator
ADDRESS: (Street, City, State, Zip Code)		



EMAIL ADDRESS:

PHONE NUMBER:

850-294-1691

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>. Are you claiming Veterans' Preference?
1. No
- VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
3. No
4. Have you ever been a defendant in a civil action for intentional tort?
5. No
6. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- N/A
- CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
7. N/A
8. Have you ever been convicted of a felony or a first-degree misdemeanor?
9. No
10. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
- N/A
11. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
12. No
13. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
14. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
15. No
16. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
17. Do you have a valid driver's license?
18. Yes
19. Do you have a commercial driver's license?
20. No
- CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
21. Yes
22. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
23. No
24. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
25. No
26. To your knowledge, do you have any relatives working for the Leon County Government?
27. No
28. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
29. N/A

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Florida Law License  
Georgia Law License
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. OFFICE SKILLS Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Filing, Typing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.  
MS Word  
Excel  
Adobe Pro  
Power Point  
Outlook  
Westlaw  
Lexis Nexis
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand -  
Typing -  
I type all of my own documents. I am unsure of the wpm speed.
25. TRADES SKILLS Check any/all that apply:  
None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.  
None of the above
28. Please list how many years you have operated each piece of equipment selected above.  
Though I have operated several of these items, I presume these are not relevant to the County Attorney position.
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)  
N/A
30. Where did you first hear about this opportunity?  
LinkedIn
31. If you selected "Other" above, please list source. If not applicable, type N/A.  
N/A
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#).  
I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#).  
I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#).  
I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#).  
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
0 to 4 years
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Thomas Ansley David on 8/26/19 8:42 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Thomas Ansley (Tad) David

1106 Gardenia Drive • Tallahassee, Florida 32312  
850-544-5801(c) • tad13@comcast.net

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### Education:

#### **Florida State University College of Law**

**Tallahassee, FL**

Juris Doctor, December 2003      Class Rank: 70/205

8/2001 – 12/2003

- FSU Summer Program in Law at Oxford University, Oxford, England - Summer 2003
- Book Award (Highest Grade) - Accounting and the Law, Spring 2003

#### **University of Georgia**

**Athens, GA**

Bachelor of Business Administration - Management, August 1992

9/1990 – 8/1992

#### **Bainbridge College**

**Bainbridge, GA**

Associate of Arts - Business Administration, June 1990

1/1988 – 3/1990

### Jurisdictions in which licensed:

**State of Florida (04/2004)**

**State of Georgia (10/2004)**

**United States District Courts:**

**Northern District of Florida (06/2005)**

**Middle District of Georgia (05/2005)**

### Experience:

*Associate Public Counsel*

10/2018 – Present

**Office of Public Counsel**

**Tallahassee, FL**

- Responsible for providing legal representation for the citizens of the state of Florida in administrative litigation before the Florida Public Service Commission
- Intervene in rate proceedings involving utilities regulated by the Public Service Commission
- Responsible for performing independent analyses, presenting written testimony of expert witnesses, cross-examining utility witnesses, and filing recommendations and briefs

*General Counsel*

05/2014 – 09/2018

**Office of the State Courts Administrator**

**Tallahassee, FL**

- Developed and/or facilitated policy decisions regarding legal issues related to the administration of the entire judicial branch throughout the State Courts System of Florida
- Worked extensively with the State-wide and the local human resource staffs throughout the state to ensure compliance and appropriate policies relating to human resources and employment issues
- Responded to Equal Employment Opportunity Commission complaints filed against the Office of the State Courts Administrator, and advised local human resource staffs regarding EEOC complaints filed against local court entities

- Assisted in drafting certain revisions and new provisions of rules of court procedure, and revisions to canons (rules) of ethics
- Responsible for public records issues in the State Courts System in the State of Florida, including updating OSCA and Supreme Court public record procedures and ensuring proper responses to public record requests
- Responsible for negotiating and ensuring the legal sufficiency of contracts executed by OSCA and other judicial branch entities
- Monitored and managed representation in litigation brought against any State Courts System entity and ensured that all state court personnel named in such lawsuits were properly represented by counsel
- Analyzed proposed legislation before and during the yearly Legislative Session, and drafted Judicial Impact Statements as requested by the Office of Legislative Affairs
- Developed and monitored the budget for all organizational items under the control of the General Counsel's Office

*Director/Executive Senior Attorney*  
**State of Florida, Department of Financial Services,  
Office of the General Counsel,  
Public Records Unit**

11/2012 – 04/2014  
**Tallahassee, FL**

- Coordinated, directed and monitored the processing of responses to public records requests submitted to the Department of Financial Services (Department) and its 14 divisions, including coordinating the activity of the divisions' public records coordinators
- Implemented the transition of the public records process for the Department from the former tracking system to a new system that tracks and manages all information related to each request in one central program
- Presented instructional programs educating new department employees about public records law in the state of Florida; gave an expanded version of the presentation to Department attorneys as continuing legal education approved and credited by The Florida Bar (I have since made several public record presentations to other groups of attorneys and to judges.)
- Drafted, updated and revised guides and manuals that outline the policy and procedures for processing, from receipt to completion, all public records requests received by the Department
- Analyzed all proposed legislation related to public records
- Participated in the project to expand governmental transparency by providing on-line access to all contracts, and related information, to which the state of Florida was a party

*Assistant General Counsel/Senior Attorney*  
**State of Florida, Department of Financial Services,  
Division of Legal Services**

6/2007 – 11/2012  
**Tallahassee, FL**

- Provided legal services to the Department in prosecuting violations of state law and administrative rules from initial case evaluation through the appellate process
- Represented the Department throughout the litigation process, including discovery, pre-trial practice, and in formal evidentiary hearings in front of the Division of Administrative Hearings
- Advised the Department staff in promulgating administrative rules within statutory authority

- Caseload included Division of Agent and Agency Services cases and Division of Funeral, Cemetery and Consumer Services (board regulated) cases

*Attorney*

**Cooper & Byrne, PLLC**

3/2005 – 6/2007

**Tallahassee, FL**

- Represented clients in a variety of matters in Florida and Georgia, including: business formation, contract negotiation, and litigation related to business or commercial matters (contract disputes, employment discrimination, and collections/foreclosures)
- Represented clients in Florida and Georgia probate matters, including litigation related thereto
- Represented clients in administrative proceedings in Florida
- Represented clients in family and domestic relation matters in Georgia

*Attorney*

**The Bass Law Firm, LLP**

3/2004 – 3/2005

**Cairo, GA**

- Immediately responsible for a varied caseload, including real estate closings and civil litigation in Georgia, and civil litigation and probate in Florida
- Conducted independent research on Florida Statutes, regulations and case law
- Only attorney in the firm licensed in Florida, and was therefore required to operate in an extremely independent manner regarding issues of Florida law

*Law Clerk/Intern*

**Cooper, Byrne, Blue & Schwartz, LLC**

5/2002 – 2/2004

**Tallahassee, FL**

- Researched Florida and federal law, including Constitutional and Administrative issues
- Drafted memoranda, briefs and other documents for partners of the firm

Other Knowledge, Skills, and Abilities:

- Proficient in MS Word, Outlook, Excel, Power Point, Adobe Pro, and the use of Westlaw and Lexis

Community Activities:

- Capital Area Healthy Start, Board of Directors (August 2009 – July 2013); President (2011-12)
- Member of the Capital Campaign Committee for Faith Presbyterian Church – committee charged with organizing the effort to raise money for capital improvement projects (2007)
- Life-long Member Cairo First United Methodist Church - Stewardship Chairman (1997-1999):
- United Methodist Men (Cairo) - President (2000) ; Vice-President (1999)
- Member United Methodist Volunteers in Missions - Panama City, Panama (1984) and Jamaica (1986); and member of Faith Presbyterian Church's mission team to Guatemala (2019).

Personal Information:

- Married to Jill Miller David; two sons, John Miller David (15), and Fenner David (12)
- Interests extraneous to work include: health & fitness, outdoor activities and travel

# **Jason Montes**

## **Application**



## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

MONTES, JASON D.  
085-19 COUNTY ATTORNEY

Received: 8/18/19 9:58 AM

For Official Use Only:

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) MONTES, JASON D.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 16087 Tisons Bluff Road, Jacksonville, Florida 32218		EMAIL ADDRESS: montesforjudge@gmail.com
HOME PHONE: (813) 215-8948	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$150,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Weekends, On Call (as needed)	

## EDUCATION

DATES: From: 8/1999 To: 6/2002	SCHOOL NAME: Nova Southeastern University, Shepard Broad Law Center	
LOCATION: (City, State) Ft. Lauderdale, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Juris Doctor	UNITS COMPLETED:	
DATES: From: 8/1989 To: 12/1991	SCHOOL NAME: University of Florida	
LOCATION: (City, State) Gainesville, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: English	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 5/2019 To: Present	EMPLOYER: Kelley Kronenberg P.A.	POSITION TITLE: Partner
ADDRESS: (Street, City, State, Zip Code) 4651 Salisbury Road, Suite 400, Jacksonville, Florida, 32256		COMPANY URL:
PHONE NUMBER: 8132158948	SUPERVISOR: Howard Wander - COO	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	

## DUTIES:

Manage and defend litigation on 1st party property and 3rd party liability from filing up to through trial or settlement for multiple insurance carriers in both State and Federal court. Areas of expertise include Coverage, EUOs, Extra-Contractual, and Trial. Recruit, select, train and coach new hires; monitor and review job contributions of staff and associates; establish compensation. Develop law firm strategies and establish goals in line with firm objectives and client requirements. Evaluate legal trends; define critical measurements; establish production, productivity, quality with client-focused strategies; evaluate service results; develop legal staff and associates commitment to the firm and clientele. Generate and increase firm revenues by exploring new and additional legal services including marketing and new business development.

Focus on Legal Compliance, Financial Planning and Strategy, Decision Making, the Customer, Building Relationships, Managing Profitability, Planning, Process Improvement, Verbal Communication, Informing Others, Written Communication. Provide leadership in educational and professional organizations; being sought as a subject matter expert; contributing to professional publications; maintaining personal networks; inspire service excellence.

REASON FOR LEAVING: Still employed		
DATES: From: 12/2014 To: 4/2019	EMPLOYER: Citizens Property Insurance Corporation	POSITION TITLE: Senior Litigation & Claims Counsel
ADDRESS: (Street, City, State, Zip Code) 301 W. Bay Street, Suite 1300, Jacksonville, Florida, 32202		COMPANY URL: www.citizensfla.com
PHONE NUMBER: 1-888-685-1555	SUPERVISOR: John Forgas - Assistant Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Provide strategic and technical legal advice on litigation company-wide with focus on Claims litigation management of large loss first-party property & third-party liability Residential/Commercial suits, Coverage & Extra-Contractual issues, Class Action matters and Appeals. Provide legal briefs on developing case law and other legal related pre-suit and post-suit issues including the development of company wide legal policy, protocol & procedure to accomplish consistent, efficient and effective litigation at all stages. Recruit and procure outside panel counsel while overseeing their training and evaluation to ensure compliance with the organization's legal positions, compliance procedures, ethical guidelines, litigation goals and strategies. Conduct training of company employees and business partners, assist in Requests for Procurement, drafting legislation and product development to ensure OIR regulatory compliance. Develop and create strategies to obtain the best possible result during all phases of claim development from first notice to and through trial. (Oct 2014 to April 2019)		
REASON FOR LEAVING: Pursue better career opportunities.		
DATES: From: 9/2011 To: 4/2014	EMPLOYER: Permanent General Assurance Companies	POSITION TITLE: Managing Attorney - Florida Region
ADDRESS: (Street, City, State, Zip Code) 2636 Elm Hill Pike, Suite 510, Nashville, Tennessee, 37214		COMPANY URL: www.thegeneral.com
PHONE NUMBER: 615-744-1351	SUPERVISOR: James Embrey - National Managing Attorney	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Managed legal staff statewide responsible for the oversight and issuance of automobile insurance coverage opinions to the claims division, Examinations Under Oath, extra-contractual exposure recognition/prevention and general civil/insurance litigation defense of company policyholders under all available coverages and the company itself from pre-suit up to and through trial in both State and Federal Courts. Routinely litigated cases, filed declaratory actions, attended hearings, both expert and lay witness depositions and met with experts. Offered opinions to Claims department including executive management on regional level, as well as writing complex memorandums of law while adhering to corporate guidelines, objectives and goals. (Sept 2011 - April 2014)		
REASON FOR LEAVING: Company decided to close its Florida operations.		
DATES: From: 10/2008 To: 4/2011	EMPLOYER: Progressive Insurance Company	POSITION TITLE: Staff Counsel
ADDRESS: (Street, City, State, Zip Code) 6300 Wilson Mills Rd, Mayfield, Ohio, 44143		COMPANY URL: www.progressive.com
PHONE NUMBER: 800-776-4737	SUPERVISOR: David Hendricks - Managing Attorney - Tampa area	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Defended bodily injury and UM/UIM matters for Progressive Insurance Companies including all collateral and subsidiary corporations attendant thereto. Routinely litigated cases with million dollar policy limits including wrongful deaths, minor injury, and catastrophic injury. Business related work included reducing severity of losses, protecting corporate interests, researching legal issues and offering opinions to Claims department including executive management on regional level, as well as writing complex memorandums of law while adhering to corporate guidelines, objectives and goals. (Oct. 2008 - April 2011)		
REASON FOR LEAVING: to pursue better salary		
DATES: From: 4/2005 To: 8/2008	EMPLOYER: Luks, Santaniello, Petrillo & Jones, LLC	POSITION TITLE: Associate Attorney
ADDRESS: (Street, City, State, Zip Code) 100 N. Tampa Street, Suite 2120, Tampa, District of Columbia, 33602		COMPANY URL: www.ls-law.com
PHONE NUMBER: 813-928-4408	SUPERVISOR: Anthony Petrillo - Managing Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Handled complex litigation defense, corporate defense litigation, Federal/State Fair Debt Collection Practices Act defense and Federal/State Civil Rights defense from pre-trial discovery up to and through trial. Conducted legal research and issued opinions to various companies regarding risk management decisions pre-suit. Routinely advised executive management up to Vice-President level on variety of corporate issues. Companies represented include JP Morgan Chase & Co., Zurich of North America, Simon Property Group, AON, Home Depot, Alliance Data Systems, Don Cesar Hotel, LTD., Fortune Brands, FIGA, State of Florida, and Northland Insurance. (2005 - 2008)		
REASON FOR LEAVING: I was running for Circuit Court Judge in the Tampa area and I needed to focus my efforts on managing the campaign full-time.		

## CERTIFICATES AND LICENSES

TYPE: Bar License	
LICENSE NUMBER: 0580422	ISSUING AGENCY: State of Florida
TYPE: All Lines Agent 220 License	
LICENSE NUMBER:	ISSUING AGENCY: DBPR

Skills
OFFICE SKILLS: Typing: 45 Data Entry: 0
OTHER SKILLS:
LANGUAGE(S): English - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Deborah Halvorsen	POSITION: Senior Counsel
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 904-382-4086
REFERENCE TYPE: Professional	NAME: James Embrey	POSITION: Law Partner @ Hall Booth Smith LLC
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 615-489-2999
REFERENCE TYPE: Professional	NAME: Don Detky	POSITION: Senior Counsel
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: 904-465-0311

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>. Are you claiming Veterans' Preference?
1. No
- VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
3. No
4. Have you ever been a defendant in a civil action for intentional tort?
5. No
6. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- NA
- CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
7. Have you ever been convicted of a felony or a first-degree misdemeanor?
8. No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
9. NA
10. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
11. No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
12. NA
13. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
14. No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
15. NA
16. Do you have a valid driver's license?
17. Yes
18. Do you have a commercial driver's license?
19. No
- CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
20. Yes
21. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
22. Yes
23. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
24. No
25. To your knowledge, do you have any relatives working for the Leon County Government?
26. No
27. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
28. NA

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
NA
22. OFFICE SKILLS Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Filing, Typing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.  
MS Office Suite - Expert
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -
25. TRADES SKILLS Check any/all that apply:  
None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.  
Chainsaw, Power Tools (Saws, Drills, etc.), Tandem Dump Truck, Hydraulic Excavator, Farm Tractor, Front End Loader/Backhoe
28. Please list how many years you have operated each piece of equipment selected above.  
Since I was a child!
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. Where did you first hear about this opportunity?  
Government Jobs.com
31. If you selected "Other" above, please list source. If not applicable, type N/A.  
NA
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#).  
I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#).  
I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#).  
I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#).  
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
0 to 4 years
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by JASON D. MONTES on 8/18/19 9:58 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

### **PROFESSIONAL REFERENCES**

Jay Wamsley (personal friend)  
219 Ronja Lane  
Valrico, Florida 33594  
813.505.2898

David Hall, Esq. (former colleague)  
1391 Eden Isle Blvd. NE Street  
St. Petersburg, Florida 33704  
727.804.5194

James Embrey, Esq (former manager)  
Nashville, Tennessee 37214  
615.489.2999

Don Detky, Esq. (former colleague)  
925 S. Halsema Road  
Jacksonville, FL 32221  
904.465.0311

Travis Horn (professional)  
Seffner, Florida 33584  
813.770.4781

August 19, 2019

Leon County Government – Office of County Attorney  
Tallahassee, FL

**RE: County Attorney**

To Whom It May Concern,

By way of introduction, I noted Leon County is looking for a County Attorney. I believe my experience and qualifications are commensurate with what you seek and I have attached my resume.

I have a combined 25 years insurance and legal experience and now focus on risk management litigation. My previous business and life experience are a proven track record of not only leadership ability in my work and volunteer activities, but also that I have the ability to work independently and coordinate multiple tasks at one time in a high volume environment. I truly am a self-starter who takes the initiative and maintain an “AV” Rating through Martindale-Hubbell.

I have litigated numerous civil cases as well as have advised Executive leadership on varied risk management and corporate issues including regulatory, compliance and procurements. I have also managed outside panel counsel in regards to company litigation and have trained employees on corporate procedures as needed. Flexibility and adaptability to new legal and corporate environments has been my focus.

I realize that I may not have the city government background, but my skills, training and experience with Public Records, Government regulation, risk management, management, personnel training experience, Sunshine Laws, client rapport, and general background is collaborative for the County Attorney positions in many respects. I would enjoy an opportunity to explain to how my experience and skills would benefit your city and relocation is not an issue.

Please feel free to contact me at any time at 813-215-8948 to schedule an interview. My availability is flexible upon hire. I look forward to hearing you or your staff in the very near future.

With Warmest Regards,

/s

JASON D. MONTES  
Attorney



## **JASON D. MONTES**

Attorney-at-Law

16087 Tisons Bluff Road Jacksonville, FL 32218 (813) 215-8948  
[montesforjudge@gmail.com](mailto:montesforjudge@gmail.com)

### PROFESSIONAL EDUCATION:

**Nova Southeastern University, Shepard Broad Law Center**, Ft. Lauderdale, FL (2002)

*Juris Doctor* Honors: High Honors Pro Bono Award

**University of Florida**, Gainesville, FL (1991)

*Bachelor of Arts* Honors: Humanities

### PROFESSIONAL TRAINING:

**University of Florida, College of Law**, Gainesville, FL. - *Florida Bar Trial Advocacy Training Program*

**The Institutes** - *Chartered Property & Casualty Underwriter* – In Process

### EMPLOYMENT HISTORY:

**Kelly Kronenberg, P.A.** Jacksonville, FL

*Partner/Managing Attorney – Insurance & Corporate Defense*

- Manage and defend litigation on 1<sup>st</sup> party property and 3<sup>rd</sup> party liability from filing up to through trial or settlement for multiple insurance carriers in both State and Federal court. Areas of expertise include Coverage, EUOs, Extra-Contractual, and Trial. Recruit, select, train and coach new hires; monitor and review job contributions of staff and associates; establish compensation. Develop law firm strategies and establish goals in line with firm objectives and client requirements. Evaluate legal trends; define critical measurements; establish production, productivity, quality with client-focused strategies; evaluate service results; develop legal staff and associates commitment to the firm and clientele. Generate and increase firm revenues by exploring new and additional legal services including marketing and new business development.

Focus on Legal Compliance, Financial Planning and Strategy, Decision Making, the Customer, Building Relationships, Managing Profitability, Planning, Process Improvement, Verbal Communication, Informing Others, Written Communication. Provide leadership in educational and professional organizations; being sought as a subject matter expert; contributing to professional publications; maintaining personal networks; inspire service excellence. (May 2014- Present)

**Citizens Property Insurance Corporation** Jacksonville, FL

*Senior Litigation & Claims Counsel*

- Provide strategic and technical legal advice on litigation company-wide with focus on Claims litigation management of large loss first-party property & third-party liability Residential/Commercial suits, Coverage & Extra-Contractual issues, Class Action matters and Appeals. Develop company wide legal policy, protocol & procedure to accomplish consistent, and effective litigation at all stages. Recruit and procure outside panel counsel while overseeing their training and evaluation to ensure compliance with the organization's legal positions, compliance procedures, ethical guidelines, litigation goals and strategies. Conduct training of employees and business partners, assist in Requests for Procurement, drafting legislation and product development to ensure OIR regulatory compliance. Develop and create strategies to obtain the best possible result during all phases of claim development from first notice to and through trial. (Oct 2014 to April 2019)

**Permanent General Assurance Companies** Tampa, FL

*Managing Attorney - Florida Region*

- Managed legal staff statewide responsible for the oversight and issuance of automobile insurance coverage opinions to the claims division, Examinations Under Oath, extra-contractual exposure recognition/prevention and general civil/insurance litigation defense of

company policyholders under all available coverages and the company itself from pre-suit up to and through trial in both State and Federal Courts. Routinely litigated cases, filed declaratory actions, attended hearings, both expert and lay witness depositions and met with experts. Offered opinions to Claims department including executive management on regional level, as well as writing complex memorandums of law while adhering to corporate guidelines, objectives and goals. (Sept 2011 – April 2014)

**Progressive Insurance Company Tampa, FL**

*Staff Counsel -*

- Defended bodily injury and UM/UIM matters for Progressive Insurance Companies including all collateral and subsidiary corporations attendant thereto. Routinely litigated cases with million dollar policy limits including wrongful deaths, minor injury, and catastrophic injury. Business related work included reducing severity of losses, protecting corporate interests, researching legal issues and offering opinions to Claims department including executive management on regional level, as well as writing complex memorandums of law while adhering to corporate guidelines, objectives and goals. (Oct. 2008 – April 2011)

**Luks, Santaniello, Petrillo & Jones, LLC Tampa, FL**

*Associate Attorney – Corporate & Insurance Defense*

- Handled complex litigation defense, corporate defense litigation, Federal/State Fair Debt Collection Practices Act defense and Federal/State Civil Rights defense from pre-trial discovery up to and through trial. Conducted legal research and issued opinions to various companies regarding risk management decisions pre-suit. Routinely advised executive management up to Vice-President level on variety of corporate issues. Companies represented include JP Morgan Chase & Co., Zurich of North America, Simon Property Group, AON, Home Depot, Alliance Data Systems, Don Cesar Hotel, LTD., Fortune Brands, FIGA, State of Florida, and Northland Insurance. (2005 – 2008)

**Previous Careers** - Allstate Insurance Company, Senior Auto Claims Adjuster - St. Petersburg, FL

**U.S. Army National Guard** – State of Florida & Maryland

**BAR & PROFESSIONAL MEMBERSHIPS**

- The Florida Bar
- US Supreme Court
- U.S. Middle District Court of Florida
- U.S. Northern District Court of Florida
- US Court of Appeals - 11<sup>th</sup> Circuit
- Claims Management Alliance
- Florida Defense Lawyers Association
- Defense Research Institute

**PROFESSIONAL DESIGNATIONS/AWARDS**

- Florida 220 General Lines Insurance Agent License
- Florida Life, Health & Variable Annuity Agent Licenses (former)
- *AV-Rated* for Highest Ethics & Legal Ability by Martindale-Hubbell Peer Review-2013

**SCHOLARLY ARTICLES AUTHORED**

- *The Conundrum of Policy Arguments in Cases Involving UM/UIM Benefits*, “For The Defense” DRI magazine (2014)

**COMMUNITY ACTIVITIES** - American Cancer Society Relay for Life Walkathon (2016-2019)

# **Belinda Quarterman Noah**

## **Application**

## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

QUARTERMAN NOAH, BELINDA G.  
085-19 COUNTY ATTORNEY

Received: 8/20/19 6:39 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) QUARTERMAN NOAH, BELINDA G.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 10144 Whisper Pointe Drive, Tampa, Florida 33647		EMAIL ADDRESS: belinotimbers@gmail.com
HOME PHONE: 8138085351	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$190,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)	

## EDUCATION

DATES: From: 6/2011 To: 8/2011	SCHOOL NAME: University of Ghana	
LOCATION: (City, State) Accra, International	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: International Law	UNITS COMPLETED: 1 - Semester	
DATES: From: 12/2002 To: 12/2003	SCHOOL NAME: WIDENER UNIVERSITY SCHOOL OF LAW	
LOCATION: (City, State) Wilmington, Delaware	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Law	UNITS COMPLETED: 36 - Semester	
DATES: From: 1/2000 To: 12/2002	SCHOOL NAME: WIDENER UNIVERSITY SCHOOL OF LAW	
LOCATION: (City, State) Wilmington, Delaware	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law	UNITS COMPLETED: 132 - Semester	
DATES: From: 8/1977 To: 6/1979	SCHOOL NAME: Florida A & M University Attorney's Office	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Legal Assistant	UNITS COMPLETED: 24 - Semester	
DATES: From: 8/1976 To: 6/1979	SCHOOL NAME: FSU COLLEGE OF LAW	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law	UNITS COMPLETED: 136 - Quarter	
DATES: From: 6/1978 To: 8/1978	SCHOOL NAME: TEMPLE UNIVERSITY SCHOOL OF LAW	
LOCATION: (City, State) Philadelphia, Pennsylvania	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional

MAJOR: Law		UNITS COMPLETED: 1 - Quarter
DATES: From: 1/1977 To: 6/1977	SCHOOL NAME: State Attorney's Office	
LOCATION:(City, State) Tallahassee , Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Phi Alpha Delta Law Fraternity International		UNITS COMPLETED: 2 - Quarter
DATES: From: 8/1972 To: 6/1976	SCHOOL NAME: THE UNIVERSITY OF SOUTH FLORIDA	
LOCATION:(City, State) Tampa , Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Mass Communications		UNITS COMPLETED: 180 - Quarter

WORK EXPERIENCE		
DATES: From: 9/2016 To: 8/2019	EMPLOYER: Founder Institute	POSITION TITLE: Director
ADDRESS: (Street, City, State, Zip Code) Palo Alto, Palo Alto, California, 33647		COMPANY URL:
PHONE NUMBER: 8138085351	SUPERVISOR: Adeo Ressi - Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 25	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: Director/Attorney A Director/attorney for the world's premier startup and accelerator program for aspiring entrepreneurs. Directed the semester accelerator program for aspiring entrepreneurs.		
REASON FOR LEAVING: Currently working		

CERTIFICATES AND LICENSES	
TYPE: The State of Florida	
LICENSE NUMBER: 360023	ISSUING AGENCY: Florida Supreme Court
TYPE: United States District Court for the Middle District of Florida	
LICENSE NUMBER: N/A	ISSUING AGENCY: United States District Court
TYPE: United States Court of Appeal for the Sixth Circuit	
LICENSE NUMBER: N/A	ISSUING AGENCY: United States Court of Appeal for the Sixth Circuit
TYPE: The United States Supreme Court	
LICENSE NUMBER: N/A	ISSUING AGENCY: U. S. Supreme Court
TYPE: The Republic of Ghana	
LICENSE NUMBER: N/A	ISSUING AGENCY: Ghana Supreme Court

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
Honors & Awards Earl Warren Legal Scholarship

REFERENCES		
REFERENCE TYPE: Professional	NAME: Joe Biden	POSITION: Former Vice President/Senator/Professor
ADDRESS: (Street, City, State, Zip Code) P. O. Box 438, Wilmington, Delaware 19899		
EMAIL ADDRESS: info@joebiden.com	PHONE NUMBER: 3025742008	

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>. Are you claiming Veterans' Preference?
1. No
- VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
3. No
4. Have you ever been a defendant in a civil action for intentional tort?
5. No
6. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- N/A
- CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
7. Have you ever been convicted of a felony or a first-degree misdemeanor?
8. No
9. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
- N/A
10. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
11. No
12. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
13. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
14. No
15. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
16. Do you have a valid driver's license?
17. Yes
18. Do you have a commercial driver's license?
19. No
- CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
20. Yes
21. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
22. No
23. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
24. No
25. To your knowledge, do you have any relatives working for the Leon County Government?
26. No
27. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
28. N/A

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Florida Bar License
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. OFFICE SKILLS Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Filing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.  
Microsoft Word - Advanced, Powerpoint - Advanced, Excel - Intermediate
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -  
N/A
25. TRADES SKILLS Check any/all that apply:  
None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.  
N/A
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.  
None of the above
28. Please list how many years you have operated each piece of equipment selected above.  
N/A
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)  
N/A
30. Where did you first hear about this opportunity?  
Leon County Website
31. If you selected "Other" above, please list source. If not applicable, type N/A.  
N/A
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#).  
I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#).  
I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#).  
I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#).  
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
10+
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
Yes
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by BELINDA G. QUARTERMAN NOAH on 8/20/19 6:39 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



Dr. Belinda Noah \* 10144 Whisper Pointe Drive \* Tampa, FL 33647 \*  
813-808-5351 \* [belinotimbers@gmail.com](mailto:belinotimbers@gmail.com)

August 20, 2019

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Leon County  
County Attorney's Office  
Tallahassee, Florida

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Dear Sir/Madam:

I am applying for the County Attorney vacancy that is available in your Tallahassee, Florida office. I look forward to the opportunity to utilize my legal skills to enhance the success of your organization.

I have more than 10 years of legal advocacy experience as well as experience working with the Florida state legislature. In addition, as a Floridian of Native American, African American, and European descent, I have a passion for social justice and I have provided and supervised legal services to the Board of County Commissioners as well as other County Departments, Boards, and agencies.

In addition, I have at least ten years of experience practicing law, including considerable experience in the practice of local government law. Moreover, I have experience supervising and managing other attorneys and experience in Florida county government.

I am available for an interview at your earliest convenience.

Thank you in advance for your prompt response.

Sincerely,

Belinda Noah

# **Richard Santurri**

## **Application**

## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

Santurri, Richard J.  
085-19 COUNTY ATTORNEY

Received: 8/8/19 12:17 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) Santurri, Richard J.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 3815 Pine Walk Dr, Tallahassee, Florida 32312		EMAIL ADDRESS: richardsanturri@gmail.com
HOME PHONE: (850) 566 1983	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$100,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	

## EDUCATION

DATES: From: To: 4/2000	SCHOOL NAME: Florida State University	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Law	UNITS COMPLETED:	
DATES: From: To: 5/1982	SCHOOL NAME: University of Michigan	
LOCATION: (City, State) Ann Arbor, Michigan	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Economics	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 6/2004 To: Present	EMPLOYER: Mang & Santurri, PA	POSITION TITLE: Partner
ADDRESS: (Street, City, State, Zip Code) 1424 Piedmont Dr E, Tallahassee, Florida, 32308-7945		COMPANY URL:
PHONE NUMBER: 8502227710	SUPERVISOR: Richard Santurri - Partner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 60	# OF EMPLOYEES SUPERVISED: 10	

DUTIES:  
Tallahassee, Florida  
Shareholder since November 2008. In 2018 became the acting managing partner. My primary focus is in the areas of general administrative and corporate law and specifically insurance regulatory matters for property and casualty, life and health insurers. I provide legal counsel and representation to members of the insurance industry in their regulatory affairs and business transactions. I have handled the formation and admission of insurance companies, including the formation of affiliate servicing companies, such as managing general agents. I have handled all aspect from formation through admission, included the preparation of all necessary filings and the drafting of affiliate agreements. I assist insurance companies with mergers and acquisitions including obtaining regulatory approval. I represent insurance companies in rate filing disputes, licensing issues and market conduct matters. I regularly counsel companies and opine on compliance related matters. I represent insurance agents and other licensees before the appropriate state agencies. I also have a well established general corporate and civil litigation practice, which includes a family law real property law practice. My real estate practice includes residential property transactions, negotiation of commercial leases, real estate litigation, matters involving breach of contract, title disputes, ownership issues, and foreclosure issues. In connection with this practice I have handle probate matters, guardianships and set up trusts. I

have extensive litigation experience in state, federal and administrative forums. I am Florida claims counsel for a large national home warranty association. In 2019 I began lobbying for a tile industry client.

**REASON FOR LEAVING:**

I have decided to leave private practice

<b>DATES:</b> From: 5/2000 To: 6/2004	<b>EMPLOYER:</b> Florida Department of Financial Services	<b>POSITION TITLE:</b> Assistant General Counsel
<b>ADDRESS: (Street, City, State, Zip Code)</b> 200 E. Gaines Street , Tallahassee, Florida		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> Assistant General Counsel	<b>SUPERVISOR:</b> Bill Tharpe - Senior assistant general counsel	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 55	<b># OF EMPLOYEES SUPERVISED:</b> 2	

**DUTIES:**

for the agency responsible for the regulation of the Insurance Industry in Florida. I prosecuted licensees (individuals and companies) for violations of Florida law and defended the agency in administrative (Chapter 120, F.S.) proceedings. Negotiated settlement agreements and drafted consent orders. I reviewed applications of companies seeking authority to do business in Florida, including the examination of all organizational documents such as articles of incorporation and by-laws. I prepared legal opinions interpreting various provisions of the Insurance Code. I drafted and assisted in the negotiation of contracts between the agency and various entities. I provide legal counsel to OIR personnel.

**REASON FOR LEAVING:**

Left to go into provide practice

<b>DATES:</b> From: 3/1991 To: 2/1998	<b>EMPLOYER:</b> Alterman Transport Lines, Inc	<b>POSITION TITLE:</b> Director of Human Resources and Safety
<b>ADDRESS: (Street, City, State, Zip Code)</b> Miami, Florida		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 800-000-0000	<b>SUPERVISOR:</b> Rick Alterman - President	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 80	<b># OF EMPLOYEES SUPERVISED:</b>	

**DUTIES:**

managed the workers' compensation and vehicular accident claims prevention program. I developed a risk management program that reduced workers' compensation claims costs by twenty-five percent and vehicular accident claims costs by fifteen percent. I overhauled the new hirer screening process and developed several training programs and instituted an aggressive claims management program. I worked with the Insurance Department in the negotiation of workers' compensation and vehicular accident insurance rates. I briefed the legal Department and company officers on the status of pending claims and the overall status of the workers' compensation and vehicular accident claims management program. I monitored compliance with OSHA and Department of Transportation regulations. I was responsible for supervising human resource managers and safety managers at each of the company's fourteen facilities located throughout the country.

**REASON FOR LEAVING:**

Joined Military

<b>DATES:</b> From: 3/1991 To: 8/1997	<b>EMPLOYER:</b> NationalSecurity Agency (NSA) Regional Operations Center	<b>POSITION TITLE:</b> Operation's Program Manager and Russian and Spanish
<b>ADDRESS: (Street, City, State, Zip Code)</b> San Antonio, Texas		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 800-000-0000	<b>SUPERVISOR:</b> none - none	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 80	<b># OF EMPLOYEES SUPERVISED:</b>	

**DUTIES:**

San Antonio, Texas  
Operation's Program Manager and Russian and Spanish linguist I trained over a thousand people annually. I briefed all incoming personnel on NSA legal requirements associated with security clearances and access to and protection of classified materials. Supervised a department responsible for the collection and analyses of highly sensitive classified information in preparation for dissemination to national level consumers.

**REASON FOR LEAVING:**

Left active duty

<b>DATES:</b> From: 12/1983 To: 2/1988	<b>EMPLOYER:</b> Ryder Systems' Automotive Carrier Division	<b>POSITION TITLE:</b> Operations Supervisor
<b>ADDRESS: (Street, City, State, Zip Code)</b> Highland Park, Michigan		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 000-000-0000	<b>SUPERVISOR:</b> none - none	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 50	<b># OF EMPLOYEES SUPERVISED:</b>	

**DUTIES:**

I managed the workers' compensation, cargo damage, and vehicular accident claims program including the negotiation of claim settlements. I developed and administered an employee drug testing program.

**ACTIVITIES and ORGANIZATION:**

I am a member of the Florida Bar and the Tallahassee Bar. I am also a member of the Federation of Regulatory Counsel ("FORC"), which is a nation-wide association of attorneys specializing in the arena of insurance regulatory law.

**REASON FOR LEAVING:**

relocated to Florida

## CERTIFICATES AND LICENSES

TYPE:

Florida Bar

LICENSE NUMBER:

0318530

ISSUING AGENCY:

Florida Bar

## Skills

OFFICE SKILLS:

Typing:

Data Entry:

OTHER SKILLS:

LANGUAGE(S):

Spanish - ☒ Speak ☒ Read ☐ Write

## ADDITIONAL INFORMATION

Professional Associations

I am a member of the Florida Bar and the Tallahassee Bar. I am also a member of the Federation of Regulatory Counsel ("FORC"), which is a nation-wide association of attorneys specializing in the arena of insurance regulatory law

## REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>
- Are you claiming Veterans' Preference?
- Yes
- VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below.
- NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
- 1.a. Disabled Veteran who has served on active duty in any branch of the Armed Forces and who presently have an existing service-connected disability that is compensable under public laws administered by the Department of Veterans' Affairs (DVA).
- Are you a current Leon County Government employee?
- No
- Have you ever been a defendant in a civil action for intentional tort?
- No
- If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- n/a
- CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
- Have you ever been convicted of a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
- na
- Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- na
- Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
- No
- If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- na
- Do you have a valid driver's license?
- Yes
- Do you have a commercial driver's license?
- No
- CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
- Yes
- Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
- No
- Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
- No
- To your knowledge, do you have any relatives working for the Leon County Government?
- No
- If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
- na

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Florida Bar member
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
n/a
22. OFFICE SKILLS Please indicate areas of competency (if applicable).  
Computer: Word Processing, Computer: Spreadsheets, Computer: Database, Filing, Typing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.  
Word Excel Power point
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand - Typing -
25. TRADES SKILLS Check any/all that apply:  
None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.  
None of the above
28. Please list how many years you have operated each piece of equipment selected above.
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. Where did you first hear about this opportunity?  
Leon County Website
31. If you selected "Other" above, please list source. If not applicable, type N/A.
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#).  
I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#).  
I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#).  
I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#).  
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
7 years
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Richard J. Santurri on 8/8/19 12:17 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_



# **Thomas Thomas**

## **Application**

## EMPLOYMENT APPLICATION



LEON COUNTY GOVERNMENT  
315 S. Calhoun Street  
Tallahassee, Florida 32301  
850-606-2400  
<http://www.leoncountyfl.gov>

Thomas, Thomas G.  
085-19 COUNTY ATTORNEY

Received: 8/1/19 10:15 AM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: COUNTY ATTORNEY		EXAM ID# : 085-19
NAME: (Last, First, Middle) Thomas, Thomas G.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 10119 Thousand Oaks Circle, Tallahassee, Florida 32309		EMAIL ADDRESS: tgt622@yahoo.com
HOME PHONE: 850-556-6594	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$120,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, On Call (as needed)	

## EDUCATION

DATES: From: To:	SCHOOL NAME: Florida State University College of Law	
LOCATION: (City, State) Tallahassee, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Law	UNITS COMPLETED:	
DATES: From: To:	SCHOOL NAME: Florida Atlantic University	
LOCATION: (City, State) Boca Raton, Florida	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science	UNITS COMPLETED:	

## WORK EXPERIENCE

DATES: From: 11/2017 To: Present	EMPLOYER: Florida Department of Business and Professional Regulation	POSITION TITLE: Deputy General Counsel
ADDRESS: (Street, City, State, Zip Code) 2601 Blair Stone Road, Tallahassee, Florida, 32399-2202		COMPANY URL:
PHONE NUMBER: 850-717-1240	SUPERVISOR: Ray Treadwell - General Counsel	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Tallahassee, Florida Supervise 40 attorneys. Provide legal counsel to the Department on litigation, legislation, rulemaking, public records, and other legal issues.		
REASON FOR LEAVING: Looking for advancement		
DATES: From: 1/2015 To: 7/2017	EMPLOYER: Florida Department of Transportation	POSITION TITLE: General Counsel
ADDRESS: (Street, City, State, Zip Code) 605 Suwannee Drive, Tallahassee, Florida, 32399		COMPANY URL:
PHONE NUMBER: 850-414-4100	SUPERVISOR: Jim Boxold - Secretary	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 110	
DUTIES: Supervise 9 offices, 80 attorneys. Provide legal counsel on eminent domain, contracts, personnel, litigation, legislation, and other legal matters, as needed.		
REASON FOR LEAVING: New Secretary brought in new General Counsel.		
DATES: From: 2/2003 To: 1/2015	EMPLOYER: Florida House of Representatives	POSITION TITLE: Deputy Staff Director; Special Master
ADDRESS: (Street, City, State, Zip Code) 402 South Monroe Street, Tallahassee, Florida, 32399-1300		COMPANY URL:
PHONE NUMBER: 850-717-5000	SUPERVISOR: Randy Havlicak - Staff Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 11	
DUTIES: Tallahassee, Florida Provided legal counsel, research, bill drafting, and bill analyses on proposed legislation. Helped manage the Judiciary Committee with a staff of 9 attorneys, 2 interns, and 3 assistants. Served as Special Master on claim bills. Served as the Staff Director for the Select Committee on Claim Bills, staffed the Select Committee on Constitutional Amendments, and staffed the Select Committee on Workers Compensation.		
REASON FOR LEAVING: promotion to General Counsel at the Department of Transportation		
DATES: From: 2/2002 To: 2/2003	EMPLOYER: Department of Elder Affairs	POSITION TITLE: General Counsel
ADDRESS: (Street, City, State, Zip Code) 4040 Esplanade Way, Tallahassee, Florida, 32399-7000		COMPANY URL:
PHONE NUMBER: 850-414-2000	SUPERVISOR: Terry White - Secretary	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 12	
DUTIES: Provided legal counsel as needed on various agency issues. Served as the Department's Legislative Affairs Director. Supervised the Office of General Counsel.		
REASON FOR LEAVING: Return to Legislature		
DATES: From: 9/1993 To: 2/2002	EMPLOYER: Department of Business and Professional Regulation	POSITION TITLE: Chief Attorney; Assistant General Counsel
ADDRESS: (Street, City, State, Zip Code) 2601 Blair Stone Road, Tallahassee, Florida, 32399-2202		COMPANY URL:
PHONE NUMBER: 850-488-0062	SUPERVISOR: Richard Hardy - General Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Provided legal counsel on various issues. Served in several roles, including, supervisor of the professional regulation litigation section, rules ombudsman, counsel to the State Boxing Commission, hearing officer, and Deputy Legislative Affairs Director.		
REASON FOR LEAVING: Promotion to General Counsel at the Department of Elder Affairs		
DATES: From: 12/1990 To: 9/1993	EMPLOYER: Florida House of Representatives	POSITION TITLE: Senior Attorney
ADDRESS: (Street, City, State, Zip Code) 402 South Monroe Street, Tallahassee, Florida, 32399-1300		COMPANY URL:
PHONE NUMBER: 850-717-5000	SUPERVISOR: Lucretia Collins - Staff Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Tallahassee, Florida Provided legal research, bill drafting, and bill analyses on proposed legislation for the Business and Professional Regulation Committee.		
REASON FOR LEAVING: Promotion to work at the Department of Business and Professional Regulation		

## CERTIFICATES AND LICENSES

TYPE: Member of the Florida Bar	
LICENSE NUMBER: 0865710	ISSUING AGENCY: The Florida Bar

## Skills

Nothing Entered For This Section

## ADDITIONAL INFORMATION

Honors & Awards  
Recipient of Becker Award in Political Science  
Honors & Awards  
Recipient of Public Service Fellowship  
Honors & Awards  
Graduated with Honors  
Professional Associations  
Administrative Law Section of the Florida Bar  
Governmental Lawyer Section of the Florida Bar

## REFERENCES

REFERENCE TYPE: Professional	NAME: Jim Boxold	POSITION: Managing Partner
ADDRESS: (Street, City, State, Zip Code) 101 East College Avenue, Suite 502, Tallahassee, Florida 32301		
EMAIL ADDRESS: Jim@CCCFLA.com		PHONE NUMBER: 850-222-9075
REFERENCE TYPE: Personal	NAME: William Snyder	POSITION: Sheriff
ADDRESS: (Street, City, State, Zip Code) 800 SE Monterey Road, Stuart, Florida 34994		
EMAIL ADDRESS:		PHONE NUMBER: 772-220-7000
REFERENCE TYPE: Professional	NAME: Stephanie Birtman	POSITION: Staff Director
ADDRESS: (Street, City, State, Zip Code) 422 The Capitol, Tallahassee, Florida 32399-1300		
EMAIL ADDRESS: stephanie.birtman@myfloridahouse.gov		PHONE NUMBER: 850-717-4880

Agency-Wide Questions

- VETERANS' PREFERENCE Leon County gives preference in appointment to eligible veterans and their family as defined in Chapter 295, Laws of Florida. An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida Statutes and regulations may file a complaint. The complaint shall be filed within 60 calendar days from the date that the notice of hiring decision by the County is received by the applicant. For information on how to submit a complaint, visit the Florida Department of Veterans' Affairs at <http://floridavets.org>. Are you claiming Veterans' Preference?
1. No
- VETERANS' PREFERENCE CONT. If you selected 'Yes' above, check the appropriate type of Veterans' Preference below. NOTE: Documentation substantiating your claim must be furnished at the time of application to: LCHR\_Recruitment@leoncountyfl.gov. DO NOT ATTACH DOCUMENTATION TO YOUR APPLICATION!
2. Are you a current Leon County Government employee?
3. No
4. Have you ever been a defendant in a civil action for intentional tort?
5. No
6. If you answered "Yes" to the above, describe the nature of the intentional tort and the disposition of the action. If No, type N/A.
- N/A
- CRIMINAL HISTORY INFORMATION If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered. Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.
7. Have you ever been convicted of a felony or a first-degree misdemeanor?
8. No
9. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type 'NA' in the space below.
- N/A
10. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor?
11. No
12. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
13. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor?
14. No
15. If you answered 'Yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. NOTE: If this is not applicable, please type "NA" in the space below.
- N/A
16. Do you have a valid driver's license?
17. Yes
18. Do you have a commercial driver's license?
19. No
- CITIZENSHIP/AUTHORIZATION TO WORK Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S. Are you a U.S. Citizen?
20. Yes
21. Do you possess an I-151, an I-1551, or an I-94 card stamped "Employment Authorized?"
22. No
23. Are you a displaced employee from a State of Florida agency or department? If Yes, please attach your Notice of Layoff from the State of Florida with submission of your completed application.
24. No
25. To your knowledge, do you have any relatives working for the Leon County Government?
26. No
27. If you answered 'Yes' to the above, please list: 1) Name; 2) Relationship; 3) Job Title; 4) Worksite. If not applicable, type N/A in the space below.
28. N/A

20. LICENSURE/BONDING List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, MCSE, etc.) If not applicable, type N/A in space below.  
Licensed Attorney #0865710 - The Florida Bar
21. LICENSURE/BONDING CONT. Have you ever been bonded? If 'Yes', list jobs where you have been bonded. If not applicable, type 'N/A' in the space below.  
N/A
22. OFFICE SKILLS Please indicate areas of competency (if applicable).  
Computer: Word Processing
23. If you checked that you possess computer skills, please list specific software programs you have used and your level of experience: beginner, intermediate, advanced or expert.  
Microsoft Office
24. If you selected that you possess shorthand and/or typing skills, please list how many words per minute. Shorthand -  
Typing -
25. TRADES SKILLS Check any/all that apply:  
None of the Above
26. For each of the trade skills above that you selected, please provide details and years of experience in that trade. If not applicable, type N/A.  
N/A
27. EQUIPMENT OPERATION Please indicate which of the following you have operated.  
None of the above
28. Please list how many years you have operated each piece of equipment selected above.  
N/A
29. OTHER SKILL AREAS/TRAINING List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be evaluated fairly (course title, length, content, etc.)
30. Where did you first hear about this opportunity?  
Indeed.com
31. If you selected "Other" above, please list source. If not applicable, type N/A.  
N/A
32. NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT. [Please Click Here to Read](#).  
I have read the Notice of Intent to Obtain a Consumer Report.
33. DISPLACED STATE OF FLORIDA WORKER. [Please Click Here to Read](#).  
I have read the Displaced State of Florida Worker.
34. NOTICE TO APPLICANTS and ADDITIONAL POLICIES. [Please Click Here to Read](#).  
I have read the Notice to Applicants and Additional Policies.
35. NOTICE OF VETERAN'S PREFERENCE. [Please Click Here to Read](#).  
I have read the Notice of Veteran's Preference.

Job Specific Supplemental Questions

1. Are you a graduate from an accredited law school with a Juris Doctor Degree?  
Yes
  2. Are you currently a member of the Florida Bar and in good standing?  
Yes
  3. Do you have a minimum of 10 years of progressively responsible experience in practicing law?  
Yes
  4. How many years of experience do you have in practicing local government law?  
0 to 4 years
  5. How many years of experience do you have in litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers?  
10+
  6. Do you have experience supervising or managing other attorneys?  
Yes
  7. Do you have Florida county government experience?  
No
- 

The following terms were accepted by the applicant upon submitting the online application:

NOTE: Once you have clicked the "Accept & Submit" button, you will not be able to return and edit your application. Please ensure that your application is complete and any documents that you wish to attach have been attached prior to clicking this button.

By clicking on the 'Accept & Submit' button, I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresenting or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Director of Leon County Board of County Commissioners to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a criminal background check (consumer report) is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

This application was submitted by Thomas G. Thomas on 8/1/19 10:15 AM

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Tom Thomas

10119 Thousand Oaks Circle, Tallahassee, FL 32309 • Home: 850-878-4862 • Cell: 850-556-6594

TGT622@yahoo.com

August 1, 2019

Dear Hiring Manager,

I am writing to express my interest in the position of County Attorney. I believe my education and experience qualify me for your consideration. My career includes serving several management teams and supervising large legal offices. I have significant legislative and lobbying experience. I am able to travel and work the hours necessary to be successful serving in this capacity.

Throughout my career, I have handled matters affecting local government. I have worked on issues involving permitting, building code, utilities, land use, law enforcement, open meetings and records, taxing, to name a few. My experience includes years of handling significant contract matters, managing large outside counsel contracts, and advising collegial bodies. I believe I am a creative problem solver and function calmly in high-pressure situations.

I am looking for a highly professional opportunity and to become part of a quality team. Please let me know if you have any questions. I can provide additional references upon request.

Sincerely

/s/ Tom Thomas



# TOM THOMAS

---

10119 Thousand Oaks Circle, Tallahassee, FL 32309 • Home: 850-878-4862 • Cell: 850-556-6594  
TGT622@yahoo.com

## Professional Summary

Highly accomplished attorney with broad legal and legislative knowledge who has provided counsel to several government organizations for 28 years. Team player who communicates with empathy and compassion while consistently exhibiting a professional work ethic.

## Work History

**Deputy General Counsel**, 11/2017 to Present

**Florida Department of Business and Professional Regulation** – Tallahassee, Florida

Supervise 40 lawyers, 10 law clerks. Provide legal counsel on regulatory issues, administrative prosecution, legislation, litigation, rulemaking, public records, and other legal issues.

**General Counsel**, 01/2015 to 06/2017

**Florida Department of Transportation** – Tallahassee, Florida

Supervised 9 offices statewide, 78 lawyers, and 43 paralegals. Provided legal counsel on eminent domain, contracts, legislation, litigation, rulemaking, outside counsel, personnel, public records, and other legal issues.

**Deputy Staff Director; Special Master**, 02/2003 to 01/2015

**Florida House of Representatives** – Tallahassee, Florida

Provided legal counsel, research, bill drafting, and analyses on proposed legislation. Helped manage the Judiciary Committee with a staff of 9 attorneys, 2 interns, and 3 assistants. Served as Special Master on claim bills. Served as the Staff Director for the Select Committee on Claim Bills, staffed the Select Committee on Constitutional Amendments, and the Select Committee on Workers' Compensation.

**General Counsel**, 02/2002 to 02/2003

**Department of Elder Affairs** – Tallahassee, Florida

Provided legal counsel as needed on various agency issues. Served as the Department's Legislative Affairs Director. Supervised the Office of General Counsel.

**Department of Business and Professional Regulation – Tallahassee, Florida**

Provided legal counsel on various issues. Served in several roles, including, supervisor of the professional regulation litigation section, rules ombudsman, counsel to the State Boxing Commission, hearing officer, and Deputy Legislative Affairs Director.

**Senior Attorney, 12/1990 to 09/1993**

**Florida House of Representatives – Tallahassee, Florida**

Provided legal research, bill drafting, and bill analyses on proposed legislation for the Business and Professional Regulation Committee.

**Education**

**Juris Doctorate: Law, 1990**

**Florida State University College of Law - Tallahassee, Florida**

- Graduated with Honors
- Recipient of Public Service Fellowship
- Research Assistant to Professor Pat Dore (2 years)

**Bachelor of Arts: Political Science, 1987**

**Florida Atlantic University - Boca Raton, Florida**

- Graduated with Honors
- Recipient of Becker Award in Political Science

ORDINANCE NO. 2018- 07

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING ARTICLE IV OF CHAPTER 2 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, ENTITLED "OFFICERS, EMPLOYEES AND DEPARTMENTS"; ADDING DIVISION 2 TO BE ENTITLED "COUNTY ATTORNEY"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of the County of Leon, Florida, as follows, that:

**Section 1.** Article IV of Chapter 2 of the Code of Laws of Leon County, Florida, is hereby amended by adding a division to be numbered Division 2, which shall read as follows:

**Division 2. County Attorney**

**Sec. 2.131. Powers; duties.**

The County Attorney shall provide legal services to the Board, the County Administrator, and County departments, boards and agencies organized under the Board, as required by law, established by the Leon County Charter, and as established by the Board from time to time. The County Attorney shall serve at the pleasure of, and report directly to, the Board.

**Sec. 2.132. Appointment; removal.**

The County Attorney shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. The County Attorney shall be removed by a vote for removal of a majority plus one (1) of the entire membership of the Board voting during the first regularly scheduled meeting occurring after a meeting of the Board at which a motion expressing the intent of the Board to remove the County Attorney was adopted by majority vote of those present and voting.

**Sec. 2.133. Qualifications.**

The County Attorney shall be chosen on the basis of his or her professional qualifications, legal and executive experience, and ability to serve as the county attorney of the County. The County Attorney shall reside within Leon County during his or her tenure as County Attorney.

**Sec. 2.134. Compensation.**

The compensation of the County Attorney shall be fixed by the Board at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the Board at least annually.

**Sec. 2.135. Vacancy.**

A vacancy in the office shall be filled in the same manner as the original appointment. The County Attorney may appoint an Acting County Attorney in the case of his or her temporary vacancy.

**Section 2.**     **Conflicts.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

**Section 3.**     **Severability.** If any provisions or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 4.**     **Effective Date.** This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon  
County, Florida, this 10th day of April, 2018.

LEON COUNTY, FLORIDA



By: \_\_\_\_\_

Nick Maddox, Chairman  
Board of County Commissioners

ATTEST:

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

By: \_\_\_\_\_

APPROVED AS TO FORM:

Office of the County Attorney  
Leon County, Florida

By: \_\_\_\_\_

Herbert W. A. Thiele  
County Attorney

A17-0199

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #26**

# Leon County Board of County Commissioners

## Agenda Item #26

October 15, 2019

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

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

**Title:** First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management & Community Enhancement Cherie Bryant, Planning Director
<b>Lead Staff/ Project Team:</b>	Russell Snyder, Administrator, Land Use Planning Susan Denny, Senior Planner, Land Use Division

### **Statement of Issue:**

This item requests the Board conduct the first and only public hearing and adopt the proposed Ordinance changing the zoning classification from the Bradfordville Commercial Auto-Oriented District (BC-1) to the less intensive Bradfordville Commercial Services (BCS) zoning district, for the 1.9-acre parcel located on the southeast corner of Beech Ridge Trail and Beech Ridge Court, near the Bannerman Crossing roundabout.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby amending the Official Zoning Map to change the zoning classification for the 1.9-acre parcel from the Bradfordville Commercial Auto-Oriented (BC-1), to Bradfordville Commercial Services (BCS).

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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## **Report and Discussion**

### **Background:**

The application from Summit Holdings VIII, LLC requests an amendment to the Official Zoning Map to change the zoning classification from the Bradfordville Commercial Auto-Oriented District (BC-1) to the less intensive Bradfordville Commercial Services (BCS) zoning district for the 1.9-acre subject parcel is located on the southeast corner of Beech Ridge Trail and Beech Ridge Court, near the Bannerman Crossing roundabout. The agent for the rezoning is the Inovia Consulting Group; the applicant, and present owner of the property, is Summit Holdings VIII, LLC; and the optionee for the property is Dr. Alex Steverson, DVM, the owner of the nearby Bradfordville Animal Hospital.

Dr. Steverson, the proprietor of Bradfordville Animal Hospital, located at 6714 Thomasville Road, seeks to expand veterinary and animal care services by opening an enclosed kennel on the subject property, which is in close proximity to his veterinary office. The proposed facility will serve existing patrons of Bradfordville Animal Hospital, as well as new patrons. There is also a possibility that other services related to animal care, such as animal grooming, may be provided on the subject property.

The subject parcel was created by the Bannerman Crossing North Subdivision, which also created the Beech Ridge Trail extension, which provides primary frontage to the subject property. The Beech Ridge Trail extension is a quarter-mile local roadway segment that links Bannerman Road and Kinhega Drive, two major collector roadways (Attachment #2). The Beech Ridge Trail extension is the side-corner frontage for retail uses facing Bannerman Road. It also serves two Leon County stormwater facilities and the small (1,100 sq. ft.) Bannerman Community Center. The remaining lot on Beech Ridge Trail extension is the subject parcel.

This subject parcel is not optimal for the high-visibility retail uses of the BC-1 zoning district, which are developing rapidly on lots with Bannerman Drive frontage (Bannerman Crossing, Chick-Fil-A, Auto Zone, etc.). The appropriate land uses for the subject parcel are consistent with the service-related commercial uses of the BCS zoning district, including the proposed enclosed kennel.

**Historic Zoning:** The 1990 Historic Zoning Atlas indicates that the subject property was a part of a larger 10.48-acre lot that fronted Bannerman Road, about 350 feet east from the Thomasville Road intersection. The property was zoned A-2 (Agricultural) which allowed agricultural activities; single-family and two-family dwellings; mobile homes; churches and schools; golf courses; cemeteries; greenhouses and plant nurseries; radio and television transmission stations; convalescent nursing homes; parks and playgrounds; commercial stables; commercial kennels; and self-supporting transmission towers.



Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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**1992:** The Official Zoning Map for Leon County was adopted by Ordinance #92-11 to implement the 1990 Tallahassee-Leon County Comprehensive Plan. The subject property was zoned Mixed-Use A, consistent with the Mixed Use A Future Land Use category designation in the Comprehensive Plan.

**1997:** Leon County implemented “Site-Specific Zoning” and the subject property was rezoned to BC-2 (Bannerman Commercial Pedestrian-Oriented).

**July 11, 2000:** The Board of County Commissioners adopted the Bradfordville Sector Plan (BSP) which establish a plan of development within the Bradfordville Study Area, including the subject property. The BSP established the Commercial Center Future Development Concept in the area that includes the subject area.

**April 2007:** Leon County changed the future land use category in the Comprehensive Plan from Mixed Use A to Bradfordville Mixed Use, consistent with Comprehensive Plan Reform.

**July 10, 2007:** The Leon County Land Development Code was amended to implement the BSP. The Bradfordville Mixed-Use Overlay District (BOD) established a district primarily for land uses that provided goods and services to area residents along with associated development standards. The subject property is located within the BOD.

**January 14, 2014:** The Bradfordville Sector Plan was amended and there was a comprehensive rezoning of the 73-acre area on the north and south side of Bannerman Road near the intersection with Thomasville Road. Along with Bannerman Crossing, the subject parcel and surrounding areas were rezoned to BC-1.

**February 10, 2015:** The name of the BOD was changed in the Land Development Code to the Bradfordville Commercial Center District (BCCD), and several changes were made to the Land Development Code BCCD requirements and the implementing zoning districts.

**June 9, 2015:** Leon County, the applicant and others entered into a development agreement that amended the original “DeSantis Agreement” that granted development and concurrency rights to a large portion of the Bradfordville Study Area, which includes the subject property. Pursuant to the amended agreement, a connector roadway segment (Beech Ridge Trail extension) was constructed by the applicant from Bannerman Road to Kinhega Drive. This connector roadway formed the northern frontage of the subject property.

**August 4, 2015:** The final plat for the Bannerman Crossing North Subdivision was recorded that memorialized the creation of Beech Ridge Trail extension and the 1.9-acre lot that constitutes the subject property.

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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**October 1, 2019:** The Planning Commission held a public hearing on the proposed ordinance and voted unanimously (7-0) to find the proposed Ordinance (Attachment #1) consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners.

**Analysis:**

In accordance with Section 10-6.205(b) 11 (Procedures for Ordinance and Official Zoning Map Amendments) of the *Leon County Code of Ordinances*, the County shall consider the following in determining whether to recommend approval or denial of an application:

1. ***Comprehensive Plan.*** Is the proposal consistent with all applicable policies of the adopted Comprehensive Plan?

Yes. The subject property is located within the Bradfordville Mixed Use future land use map (FLUM) category in the Tallahassee-Leon County Comprehensive Plan. As stated by Policy 2.2.6[L] (Attachment #3) the intent of the Bradfordville Mixed Use FLUM is to “[c]reate a village atmosphere with an emphasis on low to medium density residential land use, small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents.” The category establishes differing allowed land uses and land use densities and intensities reflective of the eight different development patterns which are described in the Comprehensive Plan. These development patterns are intended to be implemented by Bradfordville zoning districts.

On January 14, 2014 a 73-acre area, which includes the subject property, was rezoned to better conform to the Bradfordville Sector Plan and implement the amended DeSantis Agreement (see History above). In this rezoning, the subject property was included in a 21.52-acre area (Attachment #4) on the east and west side of Bannerman Road that was deemed to be in the Village Center as defined by Comprehensive Plan policy 1.7.5[L]. In accordance with this policy, the intent of the Village Center pattern is to “provide locations for offices and commercial uses which provide goods and services, that people frequently use, in close proximity to their homes. Village Centers are intended to be compact and not promote strip commercial development”.

As a Village Center greater than 20 acres, the maximum non-residential intensity is 200,000 sq. ft per parcel and the maximum residential density is 16 du/acre. The BCS zoning district allows 15,000 sq. ft. of non-residential use per acre and a maximum residential density of 12 du/acre. The proposed BCS zoning district is consistent with the Village Center density and intensity standards.

The Village Center pattern also requires limitations of arterial and collector street frontage on individual parcels, but requires that the Village Center area overall have access to arterial or collector streets. The proposed rezoning will meet the frontage limitation standards through access management requirements in the BCS zoning district. The subject property has overall

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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access to Bannerman Road and Kinhega Drive, both major collectors, from the Beech Ridge Road extension that fronts the property.

**2. *Conformance with the Land Development Regulations.*** *Is the proposal in conformance with any applicable substantive requirements of the land development regulations, including minimum or maximum district size?*

Yes. The proposed rezoning conforms to both the intent and the land development requirements of the BCS zoning district.

Intent

The BSC zoning district is to be limited to areas within the Bradfordville Mixed Use FLUM, as well as areas within the Bradfordville Commercial Center, as delineated in the Bradford Sector Plan and Section 10-6.680 of the Leon County Land Development Code (Attachment #5). The subject parcel meets both requirements.

It is also the intent of the BCS district to implement the Bradfordville Study area through a mixture of uses of compatible scale with adjacent residential communities. Specifically, the BCS zoning district is intended to provide non-retail services for the Bradfordville area. Applications for increases in land zoned BCS are required to demonstrate the need for additional land. Expansions of the BCS district are prohibited in viable residential areas.

The subject property is in the middle of an intensely developed commercial node. Therefore, it is not in a viable residential area. This commercial node is not fully developed, but already it provides an abundance of consumer services such as restaurants (high end and fast food), automobile parts and tires, personal services, specialty retail, etc. However, the area lacks commercial services that nearby residents may utilize, such as the commercial enclosed kennel proposed for the subject property. The lack of nearby commercial services demonstrates the need for additional land in the BSC district.

Development Requirements

There is no minimum and maximum lot size for non-residential uses. The subject site is approximately 1.9 acres and has adequate size to accommodate the requirements of the district.

A comparison of existing and proposed uses in the BC-1 and BCS zoning districts is provided in Table 1. A comparison of the allowable densities and intensities is contained in Table 2.

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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Table 1: Comparison of Existing and Proposed Permitted Uses		
Permitted Uses	Zoning Districts	
	From BC-1	To BCS
Antique shops	X	
Automotive retail, parts, accessories, tires, etc.	X	
Armored truck services		X
Bait and tackle shops	X	
Banks and other financial institutions with or without drive-thrus	X	
Broadcast Studio		X
Building Contractors and related service		X
Camera and photographic stores	X	
Cocktail lounges and bars	X	
Commercial kennels (enclosed)		X
Commercial art and graphic design	X	
Commercial printing	X	
Communications and utilities		X
Community service in accordance with Sec. 10-6.806		X
Community Facilities related to residential uses including religious facilities, police/fire stations, elementary/middle schools, and libraries.	X	*
Day care centers	X	X
Gift, novelty and souvenir stores	X	
Golf Courses		X
Indoor amusements (bowling, billiards, skating, etc.)	X	X
Indoor theaters (including amphitheaters)	X	
Laboratory, research and development activities		X
Laundromats, laundry and dry cleaning pick up stations	X	
Mailing services	X	
Medical & dental offices and services, laboratories, clinics,	X	
Mortuaries		X
Motor vehicle fuel sales	X	
Museum and art galleries	X	
Mortuaries		X
Non-medical offices and services, including business and government office services	X	X
Nursing homes and other residential care facilities	X	
Off-street parking facilities	X	
Outdoor amusements (golf course batting cages driving range etc.)	X	
Passive recreational facilities	X	X
Active recreational facilities		X
Personal services (barber shops, fitness clubs, etc.)	X	
Rental and sales of dvds, video tapes and games	X	
Rental of tools, small equipment, or party supplies	X	X
Repair services, non-automotive	X	X
Residential single-family detached 1 du/ac		X

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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Table 1: Comparison of Existing and Proposed Permitted Uses		
Permitted Uses	Zoning Districts	
	From BC-1	To BCS
Residential single-family attached (townhomes) 6 du.ac to 12 du.ac	X	X
Restaurants with or without drive-thrus	X	
Retail bakeries	X	
Retail caskets and tombstones	X	
Retail computer, video, record and other electronics	X	
Retail department, apparel and accessory stores	X	
Retail drug store	X	
Retail florist	X	
Retail food and grocery	X	
Retail furniture, home appliances and accessories	X	
Retail home/garden supplies, hardware	X	
Retail nurseries	X	X
Retail jewelry stores	X	
Retail needlework and instruction	X	
Retail newsstands, books and greeting cards	X	
Retail office supplies	X	
Retail optical and medical supplies	X	
Retail pet stores	X	
Retail picture framing	X	
Retail sporting goods, toy stores	X	
Retail trophy stores	X	
Shoes, luggage and leather products	X	
Sign shops	X	X
Social, fraternal and recreational clubs and lodges including assembly halls	X	X
Studios for photography, music, art, dance, drama, and voice	X	
Tailoring	X	
Tobacco stores and stands	X	
Veterinary services		X
Warehouse, mini-warehouses, or self-storage facilities		X
Welding and machine shops		X
* Elementary, middle and high schools are prohibited. Certain land uses are not listed because they are prohibited by the Bradfordville Commercial Center District Standards (Sec. 10-6.680)		

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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Table 2: Density and Intensity Comparison			
Zoning District	Maximum Residential Density	Maximum Non-Residential Building Size	Potential Development on the Subject Site
<b>BC-1</b> <i>Current</i>	12 du/acre	17,000 sq. ft. gross floor area per acre	22 dwelling units 32,300 gsf
<b>BCS</b> <i>Proposed</i>	16 du/acre	15,000 sq. ft. of gross floor area per acre,	22 dwelling units 28,500 gsf
Net Change in Use			<b>0 Residential Units</b> <b>-3,800 Non-residential gsf</b>

Further information on the Zoning Districts is contained in Attachment #5: 10-6.673 BC-1 Bradfordville Commercial-1; 10-6.673 BCS Bradfordville Commercial Services.

3. ***Changed Conditions.*** *Have the land use and development conditions changed since the effective date of the existing zoning district regulations involved, which are relevant to the properties?*

Yes. When the subject property was zoned BC-1 in 2014, it was a part of a larger 10.48-acre parcel. In accordance with the amended DeSantis Agreement this larger property was intended to include a connector roadway segment between Bannerman Road, as well as Leon County maintained stormwater facilities, the relocated historical Bradfordville school for a small community center, and some commercial lots.

The final design of the Bannerman Crossing North plat (Attachment #2) has six lots facing Bannerman Road—three lots for the stormwater and community service facilities, the subject parcel, which is sandwiched between the back of three Bannerman Road lots, and a stormwater facility. The three lots facing Bannerman Road have already developed as a bank, a tire store and an auto parts store. Without the Bannerman frontage and the visibility, it provides, the subject property is less desirable as a high-volume retail use associated with the BC-1 zoning. It is more suitable for a service commercial use consistent with the permitted land uses in the BSC zoning district.

4. ***Land Use Compatibility.*** *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

No, the subject property is adjacent to other commercial properties and stormwater ponds on three sides. To the north is the small Bradfordville community center. This proposed commercial kennel use is required to be enclosed by the zoning district and should not create a disturbance to the community center activities. Other permitted uses in the BCS district also primarily involve indoor activities.

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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Table 3: Surrounding Zoning and Future Land Use				
Area	Zoning	Future Land Use	Physical Use	Comments
Subject Parcel	BC-1	Bradfordville Mixed Use	Vacant	N/A
North	BC-1	Bradfordville Mixed Use	Bradfordville Community Center/ Leon County stormwater facility	Relocated site of old Bradfordville School (1,140 sq. ft.)
South	BCS	Bradfordville Mixed Use	Utility Office	Talquin office and service center and rear access to Bradfordville Animal Hospital (who intends to develop the subject property as an enclosed kennel)
West	BC-1	Bradfordville Mixed Use	Retail/Auto Service	Bank, Tire Store, Auto Parts Store
East	BC-1	Bradfordville Mixed Use	Leon County Stormwater facility	N/A

**5. School Considerations.** *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

School district staff analyzed the zoning change and did not identify any issues. The current school impact analysis can be viewed in Attachment #6.

**6. Other Matters.** *Are there any other matters, which the Commission may deem relevant and appropriate?*

At this time, the intended land use for the subject parcel is an enclosed kennel to be operated by the proprietor of the nearby Bradfordville Animal Hospital, perhaps with other animal service facilities on the site.

**Planning Commission Discussion**

On October 1, 2019, the Planning Commission held a public hearing on this item and voted (7-0) to find the application consistent with the Comprehensive Plan and recommend that the Board of County Commissioners adopt the proposed Ordinance (Attachment #1).

**Public Notification & Response:**

This request has been noticed and advertised in accordance with the Florida Law (Attachment #7). The Planning Department mailed 35 notices to property owners within 1,000 feet of the subject property. To date, the Planning Department has received no responses.

Title: First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Commercial Auto-Oriented District (BC-1) Zoning District to the Bradfordville Commercial Services (BCS) Zoning District

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**Options:**

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby amending the Official Zoning Map to change the zoning classification for the 1.9-acre parcel from the Bradfordville Commercial Auto-Orientated (BC-1), to Bradfordville Commercial Services (BCS).
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance (Attachment #1), thereby not amending the Official Zoning Map to change the zoning classification for the 1.9-acre parcel from the Bradfordville Commercial Auto-Orientated (BC-1), to Bradfordville Commercial Services (BCS).
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Ordinance/Location Map
2. Bannerman Crossing North area map
3. Comprehensive Plan Policies
4. Previous Zoning Map
5. Land Development Code, including Zoning Districts
6. School Impact Analysis Form
7. Legal Ad



LEON COUNTY ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE BRADFORDVILLE COMMERCIAL-1 ZONING DISTRICT TO THE BRADFORDVILLE COMMERCIAL SERVICES ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

**SECTION 1.** The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

LRZ190001: From Bradfordville Commercial Automobile-Oriented (BC-1) to Bradfordville Commercial Services (BCS)

LOT 4, BLOCK B, OF BANNERMAN CROSSING NORTH, A SUBDIVISION LYING IN SECTIONS 15 & 22, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA.

(See Exhibit A)

**SECTION 2.** All Ordinance or parts of Ordinance in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with said Comprehensive Plan.

**SECTION 3.** If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4.** This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of County Commissioners of  
Leon County, Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2019.

LEON COUNTY, FLORIDA

\_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

ATTEST:  
Gwen Marshall, Clerk of the Court and  
Comptroller, Leon County, Florida

By: \_\_\_\_\_

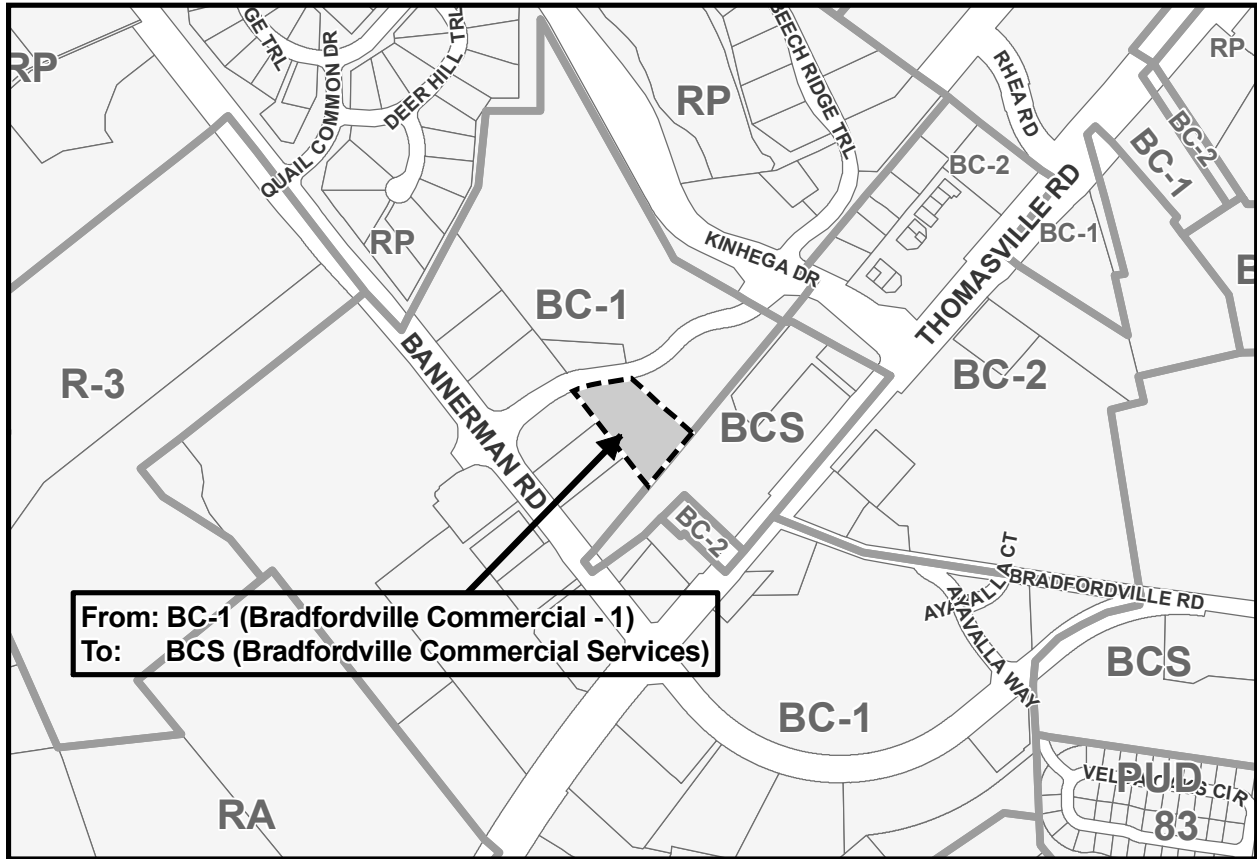
APPROVED AS TO FORM:  
Leon County Attorney's Office

By: \_\_\_\_\_  
Herbert W. A. Thiele, Esq.  
County Attorney

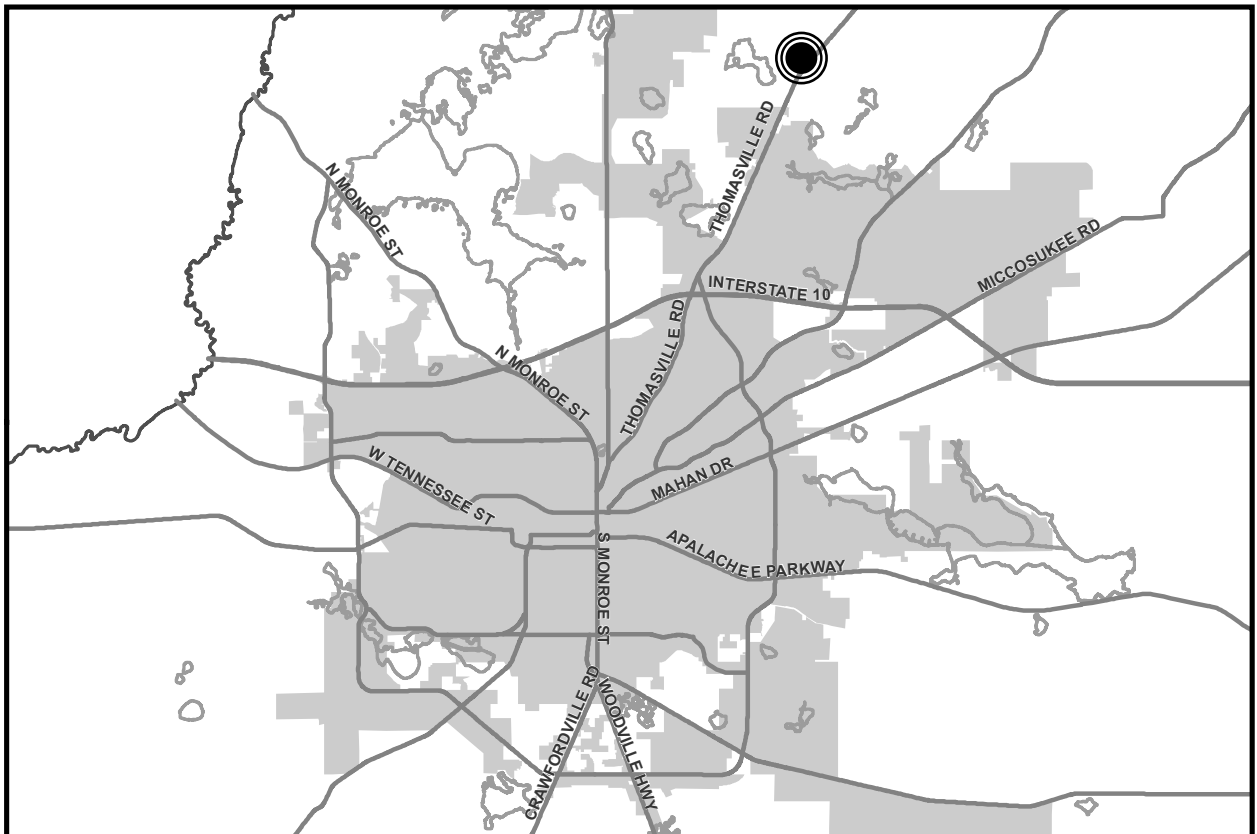
# Exhibit A Bannerman North Rezoning

Attachment #1  
Page 3 of 3

LRZ190001



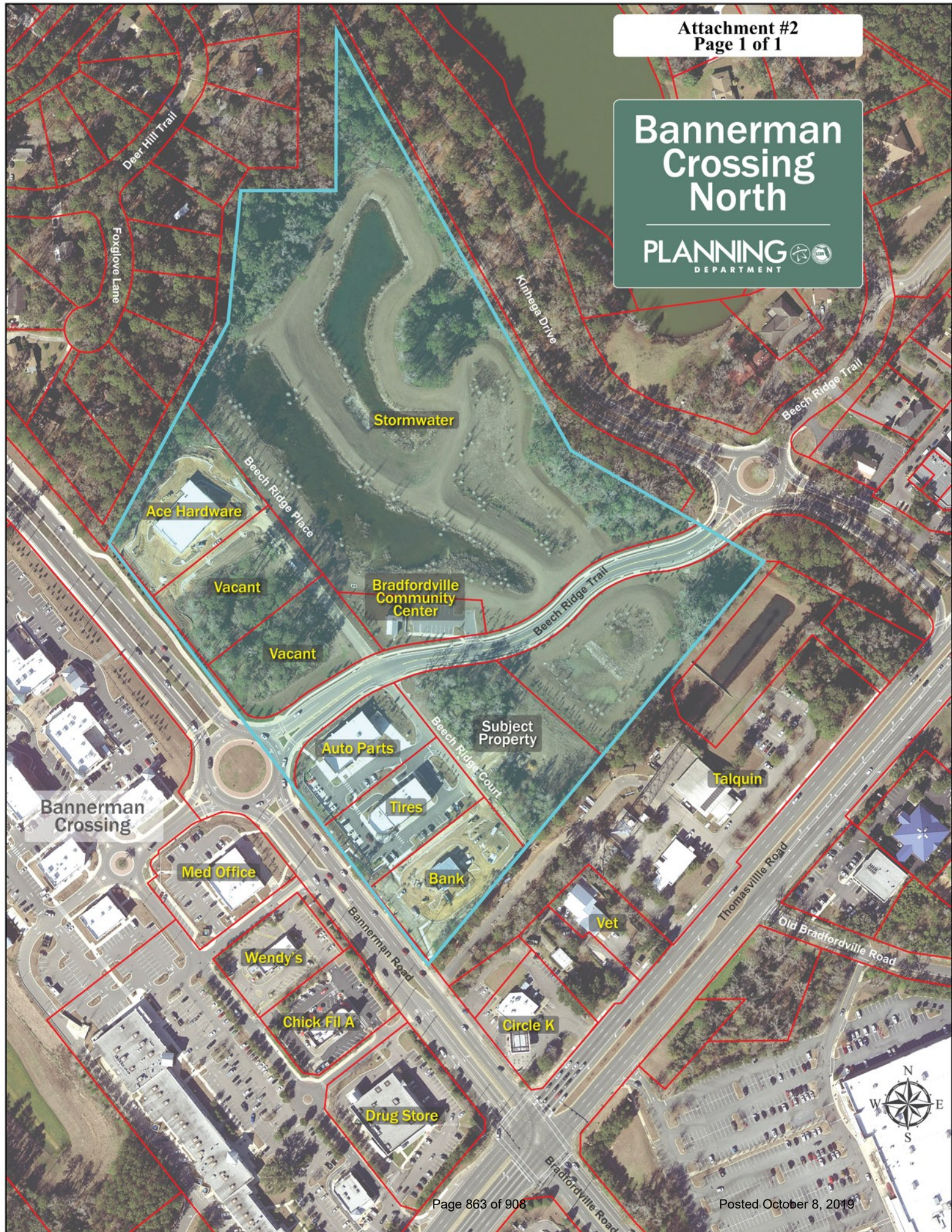
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# Bannerman Crossing North

PLANNING  
DEPARTMENT





**Policy 2.2.6: [L]** *(Effective 3/14/07)***BRADFORDVILLE MIXED USE** *(Revision Effective 12/23/96; Revision Effective 7/26/06; Revision Effective 3/14/07)* (Applies to Bradfordville Study Area Only)

The Bradfordville Mixed Use Category is depicted on the Future Land Use Map. The category establishes differing proportions of allowed land uses and land use densities and intensities and is intended to be implemented by zoning districts which will reflect eight different development patterns which are described in Objectives 1.7 and 6.1.

The Mixed Use Development patterns shall be applied through zoning and Land Development Regulations in a manner consistent with the Future Land Use Map delineation of Bradfordville Mixed Use. These eight different development patterns are not intended to be mapped as part of the Future Land Use Map, rather they are intended to serve as a mechanism to assure that the appropriate location and mixture of land uses occur within the category.

Commercial development allocations in the Bradfordville Mixed Use Future Land Use Category are intended to limit gross leasable square footage per parcel as defined in the Land Development Regulations.

Intended Function: Create a village atmosphere with an emphasis on low to medium density residential land use, small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents. The intensity of all nonresidential land uses shall be kept minimal to reduce the intrusive impact upon the residential land use. The intensity of all nonresidential land uses shall be kept minimal to reduce the intrusive impact upon the predominate residential land use. Traffic volumes and speeds shall be kept low, and parking for nonresidential uses shall be minimal. These characteristics are reflective of the village life-style.

The essential component of Bradfordville Mixed Use is residential land use. The low to medium density residential development will be located to provide for maximum land use compatibility and enjoyment of recreational and leisure opportunities (recreational land uses are included in the description of Community Facilities). The village will also allow small shops and some services to serve nearby residents. Emphasis on commercial uses shall be limited to convenience, grocery, and small pharmacies and offices. Office and commercial development in scale with and meeting the needs of the surrounding predominately residential area are appropriate.

It is also possible that appropriate sites within the area designated for Bradfordville Mixed Use may be developed for enclosed industrial uses. These are land uses that would usually be considered incompatible with the mixed use village, but due to site conditions, with careful design and facility planning, may be successfully integrated. Compatibility is also protected by allowing few such uses and limiting their size (development intensity).

All of the development patterns are appropriate within Bradfordville Mixed Use as described in Policy 1.7.9 [L]. The development pattern descriptions established under Objective 1.7 guide the density and intensity, location and access to areas of complementary land use.

Allowed land uses within the Bradfordville Mixed Use future land use category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Bradfordville Mixed Use future land use category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change of zoning to

a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

**Policy 1.7.1: [L] - Low Density Residential Development Pattern**

INTENT - The low density residential development pattern is intended to provide for a wide range of housing types and opportunities within the low density range. It is also intended that community facilities (Recreation, Community Services and Light Infrastructure) related to residential use be allowed. Some low density residential areas may be restricted to limited density zoning due to existing development patterns, or environmental or utility constraints, while other areas may have zoning districts that allow for a broad range of density.

DENSITY/INTENSITY - Areas designated Low Density Residential shall not have a gross density greater than 8 dwelling units per acre. Nonresidential development shall not have a gross building area exceeding 10,000 square feet per acre.

LOCATION - Bradfordville Mixed Use Area is appropriate for zoning Low Density Residential development patterns. Other areas appropriate for zoning Low Density Residential activities may include: Areas in Bradfordville Mixed Use where intensity of uses is constrained or limited due to environmental features or lack of adequate infrastructure; and Bradfordville Mixed Use areas in proximity to Village Centers. Land Development Regulations shall establish access criteria for community facilities to assure their appropriate location.

ACCESS - Areas zoned for the Low Density Residential development pattern shall have public street access.

**Policy 1.7.5: [L] - Village Center Development Pattern** *(Revision Effective 3/14/07)*

**INTENT** - The Village Center development pattern is intended to provide locations for offices and commercial uses which provide goods and services, that people frequently use, in close proximity to their homes. Village Centers are intended to be compact and not promote strip commercial development; therefore, zoning districts implementing this development pattern will include limitations on arterial and collector street frontage and maximum development pattern size, not to exceed 20 acres and 200,000 square feet of commercial use per parcel, except a Village Center may be as large as 30 acres if its gross square footage does not exceed 250,000 square feet. Village Centers are characterized by a scale and design that is compatible with nearby residential areas and zoning districts implementing this development pattern will include appropriate development standards. Zoning districts may include additional thresholds in order to size Village Centers in relation to the needs of the surrounding area. It is also intended that community facilities (Recreation, Community Services and Light Infrastructure) related to the principal use of this development pattern be allowed in a manner which would ensure the protection of adjacent uses.

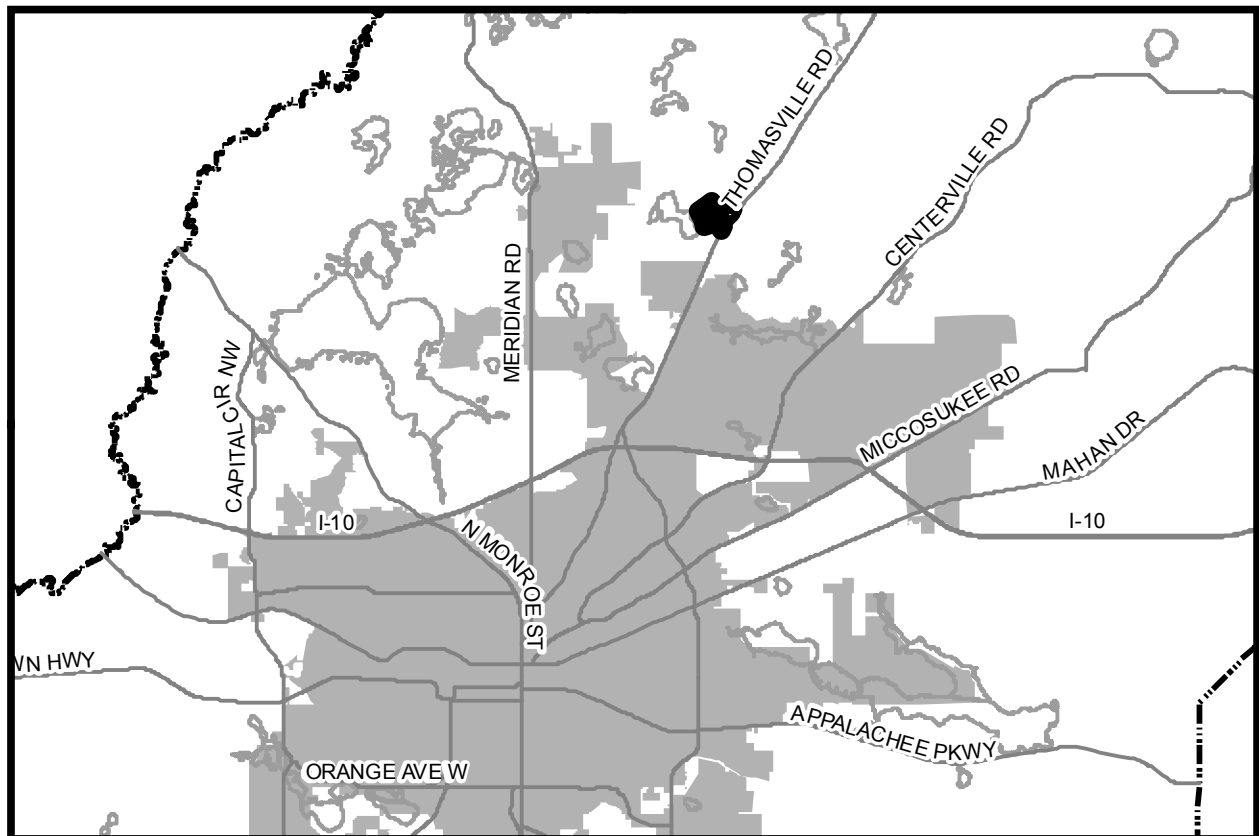
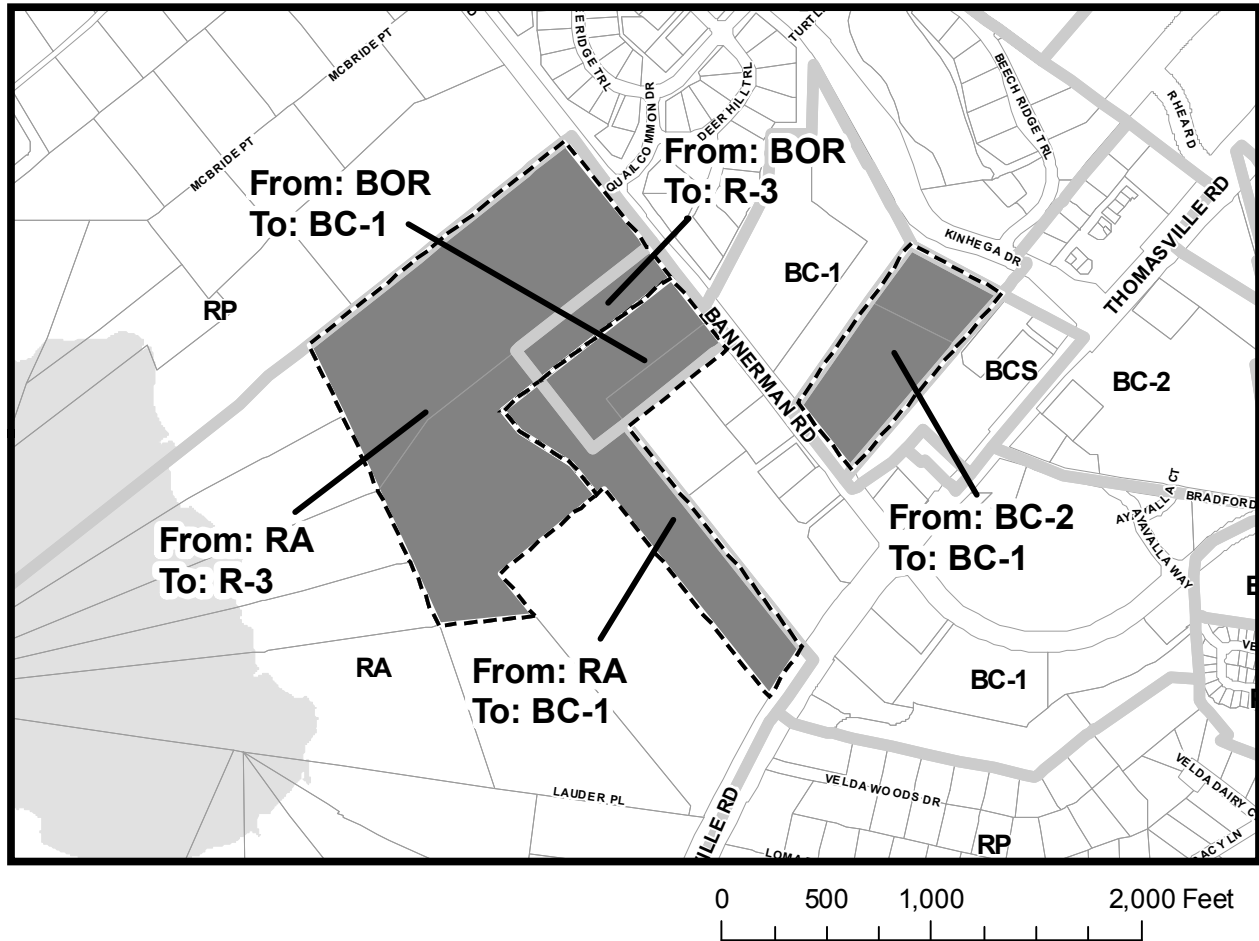
**DENSITY/INTENSITY** - Nonresidential development shall not exceed 12,500 square feet of a gross building area per acre for Village Centers 20 acres and less. Nonresidential development shall not exceed 250,000 square feet of gross building area for Village Centers from 20 to 30 acres in size. Residential use is permitted on the second floor and above, above office or commercial use, up to a maximum density of sixteen dwelling units per acre.

**LOCATION** - Bradfordville Mixed Use areas are appropriate for zoning Village Centers. Additional criteria for zoning these areas are as follows: Areas adjacent to low and medium density residential development; and Areas adjacent to the Residential Preservation Future Land Use category and Low Density Residential, Medium Density Residential, Suburban Corridor, and Urban Pedestrian Center Corridor Mixed Use development patterns.

**ACCESS** - Areas zoned for the Village Center development pattern shall have access to an arterial or collector roadway.

# Bannerman Rezoning

PRZ #130011





**Sec. 10-6.673. BC-1 Bradfordville Commercial Auto-Oriented District.**

PERMITTED USES		
1. District Intent	2. Principal Uses	3. Accessory Uses
<p>The BC-1 district is intended to be located in areas designated Bradfordville Mixed Use in the Future Land Use Map of the Comprehensive Plan and shall apply to lands within the Bradfordville Commercial Center District. The intent of the BC-1 district is to implement the Bradfordville Study Area Goals. Objectives and Policies of the Comprehensive Plan preserving the residential character of the Bradfordville Study Area through a mixture of uses at a compatible scale with the adjacent residential communities. More specifically, the BC-1 district is intended to provide a location for services, with primary emphasis on vehicular oriented nonresidential developments. However, the BC-1 district shall provide a continuous and efficient pedestrian circulation pattern. The access management standards set forth in for the BC-1 district are intended to minimize and control ingress and egress to collector and arterial roadways and to promote safe and efficient traffic circulation of the general traveling public. Increases in land zoned BC-1 shall demonstrate the need for additional services for the Bradfordville Study Area. Reuse of existing single use sites for multiple use developments, adding new uses to single use sites and/or multiple use developments that share parking facilities are encouraged in the BC-1 district. Expansions of the BC-1 district are prohibited in viable residential areas.</p>	<p>(1) Antique shops.  (2) Automotive-retail, parts, accessories, tires, etc.  (3) Automotive service and repair, including car wash.  (4) Bait and tackle shops.  (5) Banks and other financial institutions (with and without drive through facilities).  (6) Camera and photographic stores.  (7) Cocktail lounges and bars.  (8) Commercial art and graphic design.  (9) Commercial printing.  (10) Community facilities, including libraries, religious facilities, and police/fire stations. Elementary, middle, and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations.  (11) Day care centers.  (12) Gift, novelty, and souvenir stores.  (13) Indoor amusements (bowling, billiards, skating, etc.).  (14) Indoor theaters (including amphitheaters).  (15) Laundromats, laundry and dry cleaning pick up stations.  (16) Mailing services.  (17) Medical and dental offices, services, laboratories, and clinics, mortuaries.</p>	<p>(26) Personal services (barber shops, fitness clubs, etc.).  (27) Pest control services.  (28) Rental and sales of dvds, video tapes and games.  (29) Rental of tools, small equipment, or party supplies.  (30) Repair services, non-automotive.  (31) Restaurants, with or without drive-in facilities.  (32) Retail bakeries.  (33) Retail caskets and tombstones.  (34) Retail computer, video, record, and other electronics.  (35) Retail department, apparel, and accessory stores.  (36) Retail drug store.  (37) Retail florist.  (38) Retail food and grocery.  (39) Retail furniture, home appliances and accessories.  (40) Retail home/garden supply, hardware and nurseries.  (41) Retail jewelry stores.  (42) Retail needlework and instruction.  (43) Retail newsstand, books, greeting cards.  (44) Retail office supplies.  (45) Retail optical and medical supplies.  (46) Retail pet stores.  (47) Retail picture framing.  (48) Retail sporting goods, toy stores.</p> <p>(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee.</p> <p>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee.</p>

	(18) Motor vehicle fuel sales. (19) Museum and art galleries. (20) Non-medical offices and services, including business and government offices and services. (21) Nursing homes and residential care facilities. (22) Off-street parking facilities. (23) Outdoor amusements (golf courses, batting cages, driving ranges, etc.). (24) Passive recreational facilities. (25) Pawnshops.	(49) Retail trophy stores. (50) Self-moving operation. (51) Shoes, luggage, and leather products. (52) Sign shops. (53) Social, fraternal and recreational clubs and lodges, including assembly halls. (54) Studios for photography, music, art, drama, voice. (55) Tailoring. (56) Tobacco stores and stands. (57) Other uses, which in the opinion of the county administrator or designee, are of a similar and compatible nature to those uses described in this district. (58) Residential-single-family attached (townhomes), range of 6 du/ac to 12 du/ac.	
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DEVELOPMENT STANDARDS									
	4. Minimum Lot or Site Size		5. Minimum Building Setbacks					6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal and Special Exception Use	none	none	none	20 feet	15 feet	25 feet	10 feet	17,000 square feet of commercial floor area per acre. No single use tenant shall exceed 10,000 gross square feet.	30 feet (within Lake McBride Overlay District; otherwise, 3 stories.
7. Access Management Criteria (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply):									
(a.) Arterial and Collector Roads: Direct driveway access to arterial and collector roads is prohibited except for: 1) Existing driveway access as of July 28, 1998; 2) A single driveway access for properties in existence before July 28, 1998 which have sole access to the arterial road and does not have other street access; and 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway.									
(b.) All Properties: All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All nonresidential properties shall provide driveway interconnections to adjoining nonresidential properties. All new developments proposing subdivision shall have shared access for every two parcels created.									

**DEVELOPMENT STANDARDS (Continued)**

(c.) Local Streets: Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.

8. Street Vehicular Access Restrictions: Properties in the BC-1 zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from nonresidential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, R, and RP.

9. Landscape Standards: Development within the BC-1 shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. § 481.

(a.) Arterial Road Landscaping: All properties fronting arterial roads shall provide and maintain a 30 foot wide landscape area immediately adjoining the arterial road. All vegetation within the 30 foot wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to Section 7. above, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with section 13 below may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in subsection 10-4.349(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(b.) Collector and Local Road Landscaping: All properties fronting collector and local roads shall provide and maintain a 20 foot wide landscape area immediately adjoining the collector or local road. All vegetation within the 20 foot wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to Section 7 above, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with Section 13 may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in Section 10-4.349(b) toward meeting the tree planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Street Trees: All existing and proposed roadways/access ways shall be planted with canopy trees at a standard of one canopy tree per 200 SF of landscaped area. Credit shall be given for existing vegetation within the required landscaped areas as identified in a. and b. above. Creative design and spacing is encouraged.

(d.) Parking areas: All vehicular use areas shall be buffered from view from public streets and/or access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass through the use of vegetation and plane projections, material changes, changes in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within ten (10) years of planting date. At grade parking areas shall include interior landscaped areas at a minimum ratio of 400 SF per 5,000 SF of vehicular use area located internally to the parking area. Where interior landscaped areas cannot be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 SF. with a minimum dimension of 10 FT and shall have a depth of 3 FT of good planting soil.

(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.

<b>DEVELOPMENT STANDARDS (Continued)</b>	
(f.) Buffer standards for uncomplimentary land uses shall meet the requirements of Section 10-7.522 of the Land Development Code.	
(g.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. The required natural area may be located off-site if the required area is designated as public open space and is accepted by the Public Works Department. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.	
(h.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act, however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chain link and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate “natural” pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.	
10. Signs: All signs within the BC-1 district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BC-1 district shall conform to the following minimum guidelines:	
(a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed ten percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed. Only one wall sign for multiple tenant office land uses shall be allowed.	
(b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.	
(c.) Freestanding signs shall be setback a minimum of 10 feet from the right-of-way line.	
(d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.	
(e.) Free standing signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One free standing sign per driveway access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:	
1.) Arterial Roads: Maximum area: 150 square feet, Maximum Height: 25 feet	
2.) Major Collector Roads: Maximum area: 100 square feet, Maximum Height: 20 feet	
3.) Minor Collector and Local Roads Maximum area: 36 square feet, Maximum Height: 8 feet	
11. Parking Standards:	
(a.) Properties fronting an arterial road shall be allowed to construct 50 percent of all parking required by the Land Development Code in front of the proposed building/structure and/or adjacent to a public roadway. Additional parking, above code requirements shall be located to a side or rear of the proposed building/structure that is not fronting a public or private roadway or access way.	
(b.) Properties fronting a collector or local road shall be allowed to construct a single parking aisle between the proposed building and the collector and/or local road.	
12. Lighting Standards:	
(a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.	
(b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed ten feet in height.	
(c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.	

**DEVELOPMENT STANDARDS (Continued)**

(d.) Lighting levels at the property line (six feet above ground) adjacent to residential areas shall not exceed five foot candles.

13. Noncompliance: Existing noncompliance of the standards set forth in this section shall be subject to the provisions of Division 3 of the Land Development Code.

14. Variance Procedure: Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to Division 8 of the Leon County Land Development Code: Subsections 5, 6, 7, 8, 10(c) and 11.

15. Incentives for Site Design Alternatives:

An intensity bonus shall be provided to developments incorporating any of the following site design alternatives.

- 1) An intensity bonus of 3,000 sq. ft. per acre (maximum) shall be allowed provided new development or redevelopment utilizes one or more of the following:
  - a) For properties fronting an arterial or collector roadway, no less than 25% of the parking will be provided in a shared facility.
  - b) Development site areas of 3 or more acres wherein at least 50% of the parking will be provided in a shared facility.
  - c) Parking is provided within a range of 50% - 75% of the parking requirements in Sec. 10-7.545.
  - d) The development contains a minimum of 35% natural open space.

**GENERAL NOTES:**

1. If central sanitary sewer is not available nonresidential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area of a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

**Sec. 10-6.675. BCS Bradfordville Commercial Services District.**

	PERMITTED USES	
1. District Intent	2. Principal Uses	3. Accessory Uses
<p>The BCS district is intended to be located in areas designated Bradfordville Mixed Use in the Future Land Use Map of the Comprehensive Plan and shall apply to lands within the Bradfordville Commercial Center District. The intent of the BCS district is to implement the Bradfordville Study Area Goals. Objectives and Policies of the Comprehensive Plan preserving the residential character of the Bradfordville Study Area through a mixture of uses at a compatible scale with the adjacent residential communities. More specifically, the BCS district is intended to provide a location for non-retail services for the Bradfordville area. The non-retail uses include, but are not limited to auto oriented services and warehouse activities.</p> <p>The access management standards set forth in for the BCS district are intended to minimum and control ingress and regress to collector and arterial roadways and to promote smooth and safe traffic flow of the general traveling public.</p> <p>Increases in land zoned BCS shall demonstrate the need for additional services for the Bradfordville Study Area. Reuse of existing single use sites for multiple use developments, adding new uses to single use sites and/or multiple use developments that share parking facilities are encouraged in the BCS district. Expansions of the BCS district are prohibited in viable residential areas.</p>	<p>(1) Armored truck services. (2) Automotive service and repair, including car wash. (3) Broadcasting studios. (4) Building contractors and related services. (5) Cemeteries. (6) Commercial kennels (enclosed). (7) Communications and utilities. (8) Community services may be allowed in accordance with Section 10-6.806 these regulations. (9) Crematoriums. (10) Daycare facilities. (11) Dry cleaning plants. (12) Golf courses. (13) Gun firing ranges (indoor). (14) Laboratories, research and development activities. (15) Lawn and tree removal services. (16) Mortuaries. (17) Non-medical offices and services, including business and government offices and services.</p> <p>(18) Passive and active recreational activities. (19) Pest control services. (20) Rental of tools, small equipment, or party supplies. (21) Repair services, non-automotive. (22) Retail and wholesale nurseries. (23) Self moving operation. (24) Sign Shops. (25) Social, fraternal, and recreational clubs and lodges, including assembly halls. (26) Towing, wrecking, and recovery services. (27) Veterinary services. (28) Warehouses, mini-warehouses, or self-storage facilities. (29) Welding and machine shops. (30) Wholesale building supplies. (31) Other uses, which in the opinion of the county administrator or designee, are of a similar and compatible nature to those uses described in this district. (32) Residential, single-family detached, range of 1 du/ac; single-family attached (townhomes), range of 6 du/ac to 12 du/ac.</p>	<p>(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee.</p> <p>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee.</p>

DEVELOPMENT STANDARDS									
	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal and Special Exception Use	none	none	none	20 feet	15 feet	25 feet	10 feet	Gross floor area shall not exceed 15,000 square feet per acre, except for buildings or portions thereof which are used for storage which may not exceed 17,000 square feet per acre. No single use tenant shall exceed 10,000 square feet.	2 stories
7. Access Management Criteria (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply):									
(a) Arterial and Collector Roads: Direct driveway access to arterial and collector roads is prohibited except for: 1) Existing driveway access as of July 28, 1998; 2) A single driveway access for properties in existence before July 28, 1998 which have sole access to the arterial road and does not have other street access; and 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway.									
(b) All Properties: All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All nonresidential properties shall provide driveway interconnections to adjoining nonresidential properties. All new developments proposing subdivision shall have shared access for every two parcels created.									
(c) Local Streets: Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.									
8. Street Vehicular Access Restrictions: Properties in the BCS zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from nonresidential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, R, and RP.									
9. Landscape Standards: Development within the BCS shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. § 481.									
(a.) Arterial Road Landscaping: All properties fronting arterial roads shall provide and maintain a 30 foot wide landscape area immediately adjoining the arterial road. All vegetation within the 30 foot wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to Section 7 above, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with Section 13 below may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the Landscape area may be counted as prescribed in Section 10-4.349(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.									

**DEVELOPMENT STANDARDS (Continued)**

(b.) Collector and Local Road Landscaping: All properties fronting collector and local roads shall provide and maintain a 20 foot wide landscape area immediately adjoining the collector or local road. All vegetation within the 20 foot wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to section 7 above, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with Section 13 may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in Section 10-4.349(b) toward meeting the tree planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25% of the green mass of the tree, fertilization, post control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Street Trees. All existing and proposed roadways/access ways shall be planted with canopy trees at a standard of one canopy tree per 200 sq. ft. of landscape area. Credit shall be given for existing vegetation within the required landscaped areas as identified in a. and b. above. Creative design and spacing is encouraged.

(d.) Parking Areas. All vehicular use areas shall be buffered from view from public streets and for access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass through the use of vegetation and plane projections, material changes, in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within ten years of planting date. At grade parking areas shall include interior landscaped areas at a minimum ratio of 400 sq. ft. per 5,000 sq. ft. of vehicular use area located internally to the parking area. Where interior landscaped areas cannot be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 sq. ft., with a minimum dimension of ten feet and shall have a depth of three feet of good planting soil.

(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.

(f.) Buffer standards for uncomplimentary land uses shall meet the requirements of Section 10-7.522 of the Land Development Code.

(g.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

(h.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act; however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chain link and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.

**10. Signs:**

All signs within the BC-2 district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BC-2 district shall conform to the following minimum guidelines:

(a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed ten percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed.

(b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.

(c.) Freestanding signs shall be setback a minimum of ten feet from the right-of-way line.

(d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.



<b>DEVELOPMENT STANDARDS (Continued)</b>	
(e.) Free standing signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One free standing sign per driveway access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:	
1.) Arterial Roads: Maximum area: 150 square feet, Maximum Height: 25 feet	
2.) Major Collector Roads: Maximum area: 100 square feet, Maximum Height: 20 feet	
3.) Minor Collector and Local Roads: Maximum area: 36 square feet, Maximum Height: 8 feet	
<b>11. Parking Standards:</b>	
(a) Properties fronting an arterial road shall be allowed to construct 50 percent of all parking required by the Land Development Code in front of the proposed building/structure and/or adjacent to a public roadway. Additional parking, above code requirements shall be located to a side or rear of the proposed building/structure that is not fronting a public or private roadway or access way.	
(b) Properties fronting a collector or local road shall be allowed to construct a single parking aisle between the proposed building and the collector and/or local road.	
<b>12. Lighting Standards:</b>	
(a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof-mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.	
(b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed ten feet in height.	
(c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.	
(d.) Lighting levels at the property line (six feet above ground) adjacent to residential areas shall not exceed five foot candles.	
<b>13. Noncompliance:</b>	
(a.) Existing noncompliance of the standards set forth in this section shall be subject to the provisions of Division 3 of the Land Development Code.	
<b>14. Variance Procedure:</b>	
Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to Division 8 of the Leon County Land Development Code: Subsections 5, 6, 7, 8, 10(a), 10(C), and 11.	
<b>15. Incentives for Site Design Alternatives:</b> An intensity bonus shall be provided to developments incorporating any of the following site design alternatives.	
1) An intensity bonus of 2,500 sq. ft. per acre (maximum) shall be allowed provided new development or redevelopment utilizes one or more of the following:	
a) For properties fronting an arterial or collector roadway, no less than 25% of the parking will be provided in a shared facility.	
b) Development site areas of 3 or more acres wherein at least 50% of the parking will be provided in a shared facility.	
c) Parking is provided within a range of 50% - 75% of the parking requirements in Sec. 10-7.545.	
d) The development contains a minimum of 35% natural open space.	

**GENERAL NOTES:**

1. If central sanitary sewer is not available, nonresidential development is limited to a minimum of 0.50 acre lots and nonresidential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation conservation features), stormwater management requirements, etc.
3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

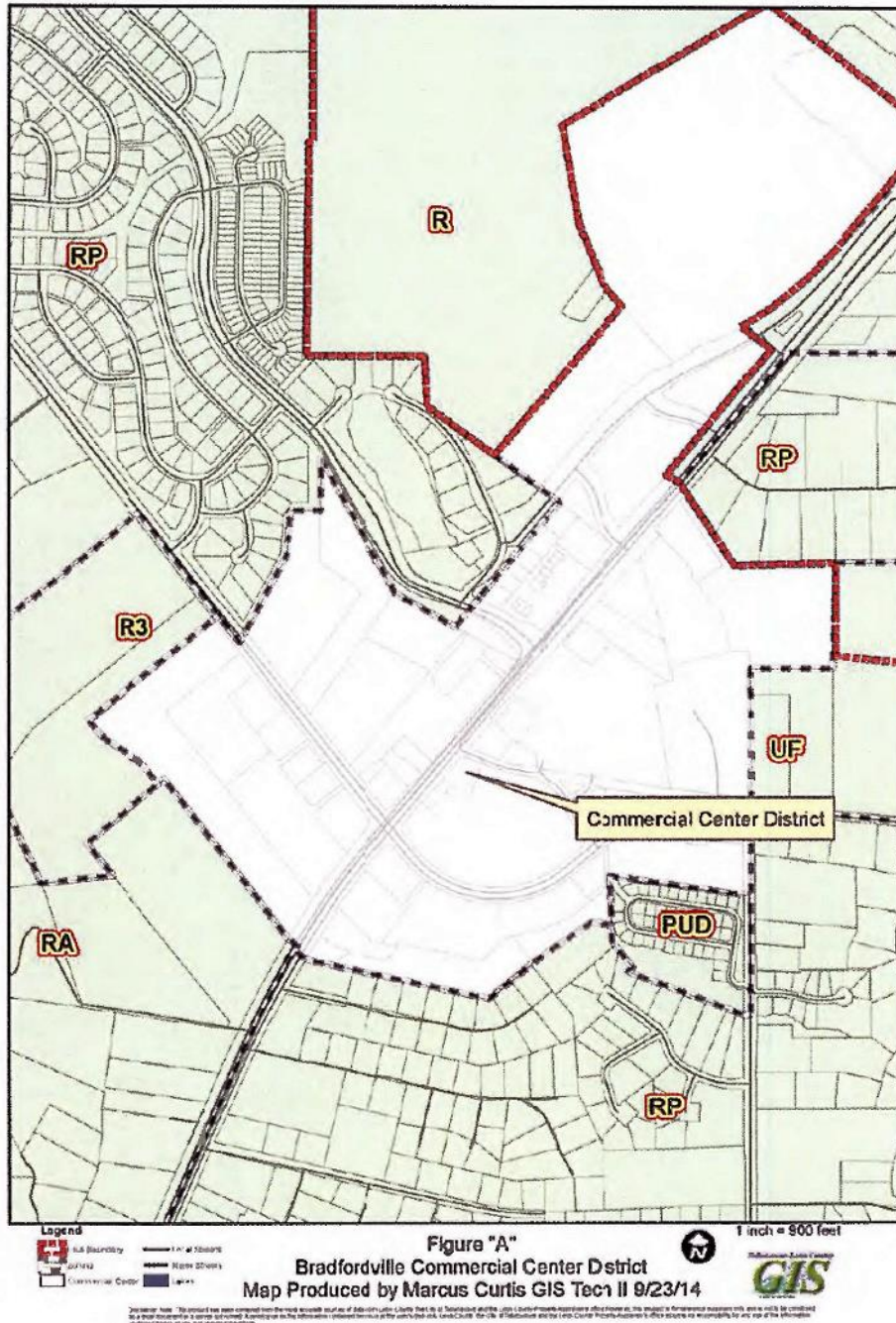
Sec. 10-6.680. - Bradfordville Commercial Center District (BCCD).

- (a) *Purpose and intent.* The purpose and intent of the Bradfordville commercial center district (BCCD) is to provide development standards that implement the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan recognizing the special character of the Bradfordville Study Area. The BCCD district is provided to ensure that goods and services are provided primarily for the area residents rather than serving a regional market and providing development consistent with the character of the area. The BCCD district is also intended to provide more focused development reviews for projects associated with sensitive historical, cultural or environmental resources. The BCCD district is implemented by the following zoning districts: BC-1 Bradfordville commercial auto-oriented district, BC-2 Bradfordville Commercial Pedestrian-Oriented District, BCS Bradfordville Commercial Services District, BOR Bradfordville Office-Residential District, OS Open Space, and PUD Planned Unit Development. The BCCD boundary is defined in figure A. Expansion of this district shall be prohibited until a new commercial needs assessment has been completed in 2030.
- (b) *Allowable uses.* The uses permitted in the BCCD are those provided in the underlying zoning district. The overall intensity of development of land may not exceed that permitted by the underlying zoning district, and may be further reduced in accordance with special development and design standards set forth in this subdivision. The following uses shall be prohibited regardless of the zoning district:
- (1) Automotive service and repair;
  - (2) Towing, wrecking and recovery services;
  - (3) Pawn shops;
  - (4) Pest control services;
  - (5) Cemeteries;
  - (6) Crematoriums;
  - (7) Dry cleaning plants;
  - (8) Gun firing ranges;
  - (9) Self-moving operations;
  - (10) Wholesale building supplies.

Any development proposing warehousing, miniwarehousing, or self-storage shall require a Type D site plan review.

- (c) *Development standards.* Development standards are established in the underlying zoning district as set forth in this subdivision. Developments affecting land within the BCCD shall be subject to review pursuant to division 4, article VII of this chapter and shall comply with the following development standards:
- (1) *Site analysis.* A comprehensive site analysis is required before planning and design begins. The analysis should examine the site's physical properties, amenities, special problems, character, and the neighboring environment of the site.
  - (2) *Stormwater.* Development or redevelopment of any property located within the BCCD shall be subject to compliance with the Bradfordville Stormwater Standards outlined in article IV of this chapter.
  - (3) *Roadway access standards.* In order to protect the roadway capacity of Thomasville, Bannerman, and Bradfordville Roads, new direct access is prohibited along the arterial and collector roadways except as permitted in this division.

- (4) *Site design.* Building and site design shall comply with the Bradfordville Site and Building Standards Guidelines Manual adopted by the Board of County Commissioners. Low impact design alternatives shall be incorporated into all site and development plans within the BCCD district. Development within the overlay shall provide integration of the proposed use and development with the adjacent uses and developments including, but not limited to, access/egress, building and parking location/orientation, natural and landscaped areas. Development shall incorporate the existing natural features of the development site into site and development plans avoiding clearing of expansive naturally vegetated areas. Parking areas shall be buffered from all public roadways through placement of vegetation and/or topography or manmade structures.
- (5) *Signage.* All signage shall be proportional to the roadway classification along which it is located. Larger signs will be permitted along arterial roadways, smaller signs will be permitted along collector roadways, and the smallest signs will be permitted along local non-residential streets. Freestanding signs are prohibited in the BC-2 district along local streets. Roof signs and pole signs are prohibited within the BCCD. Freestanding signs within the BCCD shall be limited to monument style construction and architecturally compatible with the principle structure to which it is related.
- (6) *Lighting.* All building lighting and parking area lighting shall be downward directional. Lighting in parking areas shall be restricted to low mounted closely spaced fixtures to minimize glare.
- (d) *Existing uses and structures.* The provisions of this section and the implementing zoning districts shall not apply to any properties which have currently existing conforming uses and structures. However, expansion or redevelopment of existing sites shall be subject to this section and the implementing zoning districts.

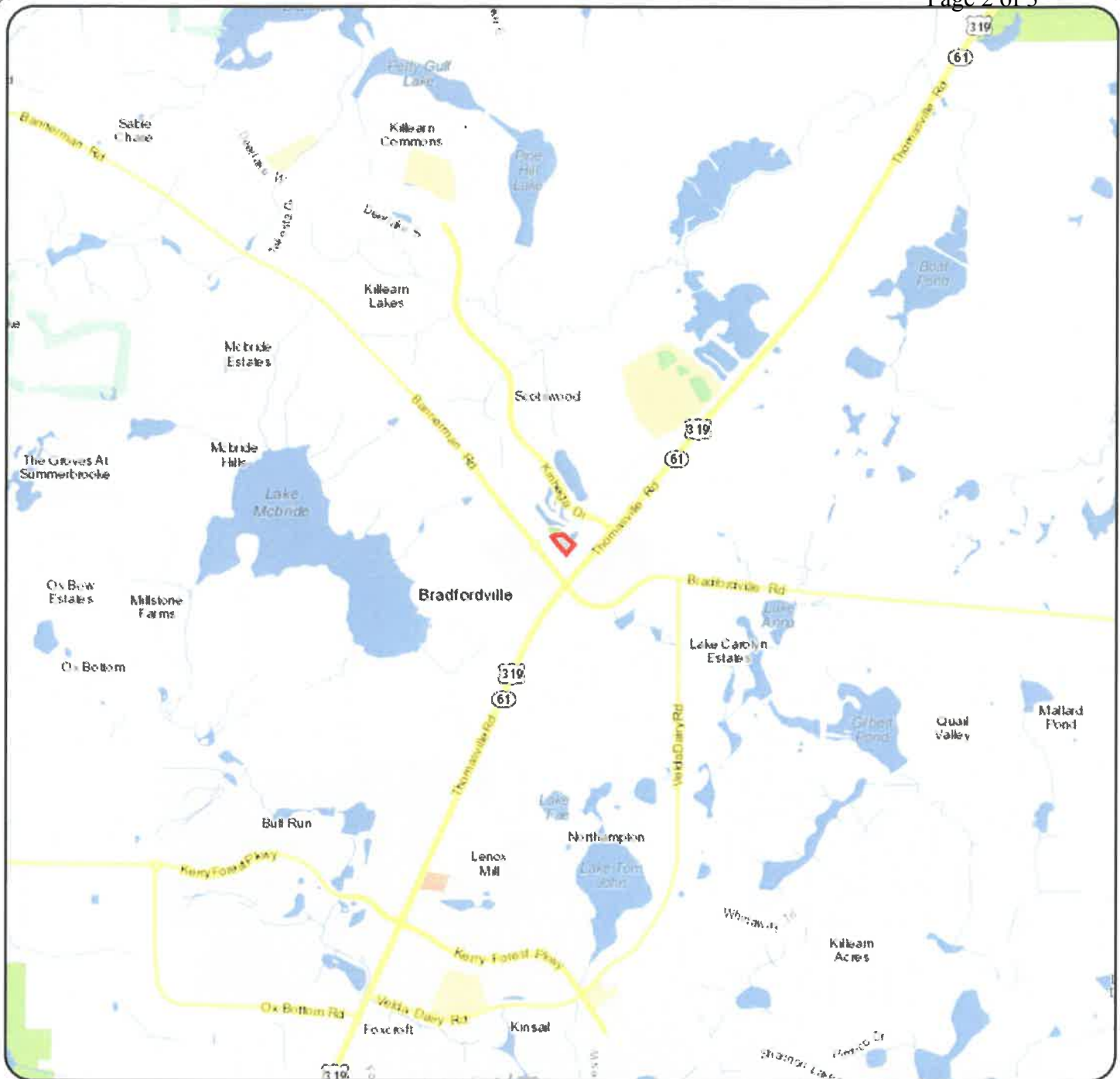


(Code 1992, § 10-6.680; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 13-06, § 4, 3-12-2013; [Ord. No. 15-03](#), § 7, 2-10-2015)

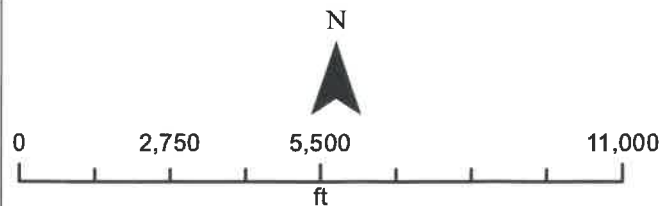
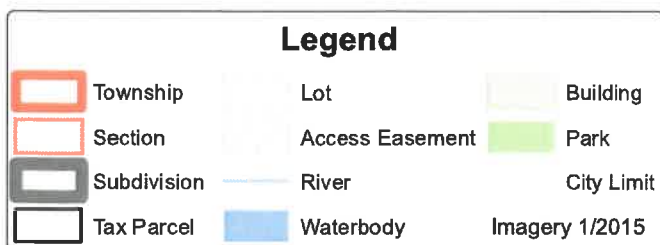
# SCHOOL IMPACT ANALYSIS FORM

<b>Agent Name:</b> Inovia Consulting Group  <b>Applicant Name:</b> Summit Holdings VIII, LLC  <b>Address:</b> 3427 Bannerman Rd, Suite D208 Tallahassee, FL	<b>Date:</b> 09/05/19  <b>Telephone:</b> 298-4213 <b>Fax:</b> <b>Email:</b>
<b>① Location of the proposed Comprehensive Plan Amendment or Rezoning:</b>  <i>Tax ID #:</i> 14-22-29- B-0040 (1.9 ac +/-) <i>Property address:</i> The subject property is located on the southeast corner of Beech Ridge Court and Beech Ridge Trail. <i>Related Application(s):</i>	
<b>② Type of requested change (check one):</b>  <input type="checkbox"/> Comprehensive plan land use amendment that permits residential development. <input checked="" type="checkbox"/> <b>Rezoning that permits residential development.</b> <input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development. <input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development. *	
<b>③ Proposed change in Future Land Use or Zoning classification:</b>  <input type="checkbox"/> <i>Comprehensive plan land use</i> From: _____ To: _____  <input checked="" type="checkbox"/> <i>Zoning</i> From: <u>Bradfordville Commercial-1</u> To: <u>Bradfordville Commercial Services</u>	
<b>Planning Department staff use only:</b>	
<b>④ Maximum potential number of dwelling units permitted by the request:</b>  <i>Number of dwelling units:</i> <u>12 du per acre</u> (22 units) <i>Type(s) of dwelling units:</i> <u>Single Family Attached</u>	
<b>Leon County Schools staff use only: Received 9/5/2019 Bannerman North Rezoning</b>	
<b>⑤ School concurrency service areas (attendance zones) in which property is located.</b> <b>Unofficial until school board approved scheduled for the September 24, 2019 meeting</b> <div style="display: flex; justify-content: space-around;"><span><b>Elementary:</b> Killearn Lakes</span><span><b>Middle:</b> Deerlake</span><span><b>High:</b> Chiles</span></div> <div style="display: flex; justify-content: space-between;"><div>Present capacity _____ 238 _____</div><div>_____ 330 _____</div><div>_____ 101 _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Post Development capacity _____ 234 _____</div><div>_____ 328 _____</div><div>_____ 99 _____</div></div> Calculations based on maximum possible students single family < 1000 base square feet.	

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.



142229 B0040



Akin Akinyemi, R.A.  
Leon County Property Appraiser

315 S. Calhoun St, Third Floor  
Tallahassee, FL 32301

Phone: (850) 606-6200  
Fax: (850) 606-6201

Email: [admin@leonpa.org](mailto:admin@leonpa.org)  
Website: [leonpa.org](http://leonpa.org)

**DISCLAIMER:** 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.

Date Drawn: Sep 10, 2019



School Impact Analysis Formulas

Project: Bannerman North Rezoning

(property located on the s.e. corner of Beech Ridge Court and Beech Ridge Trail)  
tax I.D. #: 14-22-29-B-0040

Proportionate Share = (# of proposed units)/(Student generation rate) - Available Capacity x Cost per student station

Cost Per Student Station According to Florida Department of Education's Student Station Cost Factors - January 2019

Elementary = 22,942

Middle = 24,775

High = 32,181

Student Generation Rate = Property Use Multiplier + Geographic Area Multiplier + Base Square Foot Multiplier / 3

School Impact Analysis 9/10/2019 report

	Enter Number of Units	Enter Property Use	Enter Geographic Area	Enter BSF (for SFR only)	Student Generation Rate	Projected Students	Enter School Zone	Capacity per FISH	Zoned Students	Current Available Capacity	Choice Students Entitled to remain	Cost per student station	Student Station Deficit	Student Station Deficit created by this project	Proportionate Share	Post Developm ent Capacity
Elementary	22	0.146	0.24	0.2	0.195333333	4,297,333	Killiam Lakes	959	721	238	95	\$22,942.00	-233,703	-233,703	-\$5,361,606.56	233,702
Middle	22	0.077	0.11	0.072	0.086333333	1,899,333	Deerlake	1261	931	330	91	\$24,775.00	-328,101	-328,101	-\$8,128,694.02	328,100
High	22	0.085	0.12	0.074	0.093	2,046	Chiles	1996	1895	101	171	\$32,181.00	-98,954	-98,954	-\$3,184,438.67	98,954

## Notice of an Amendment to the Official Zoning Map

Notice is hereby given that the Leon County Board of County Commissioners will conduct a public hearing on Tuesday, October 15, 2019 at 6 pm, at the County Commission Chambers, 5th Floor, Leon County Courthouse, Tallahassee, Florida to consider adoption of an ordinance entitled to wit:

### **BANNERMAN NORTH REZONING**

### **LEON COUNTY ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE BRADFORDVILLE COMMERCIAL-1 ZONING DISTRICT TO THE BRADFORDVILLE COMMERCIAL SERVICES ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

The Board of County Commissioners proposes to adopt an ordinance changing the zoning on property(ies) within unincorporated Leon County. The applications are on file at the Tallahassee-Leon County Planning Department, 3rd floor, Frenchtown Renaissance Center and may be reviewed between 8:00 A.M. and 5:00 P.M. Documentary evidence must be submitted to the Tallahassee-Leon County Planning Department by noon on the Friday before the scheduled public hearing to be considered by the Board of County Commissioners and made a part of the record. For further information please call 891-6400.

You are hereby notified in accordance with Chapter 286.0105, Florida Statutes, should you decide to appeal any decision made by the Board of County Commissioners or take exception to any findings of fact with respect to any matter considered at the hearing reference to above, you may need to ensure that verbatim record of the proceedings is made. Such a record shall include the testimony and evidence upon which the appeal is based.

*DisplayCountyAd101519*

TD-0000299155



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #27**

# Leon County Board of County Commissioners

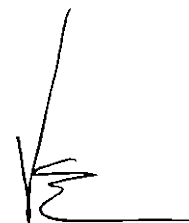
## Agenda Item #27

October 15, 2019

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

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

**Title:** Second and Final Public Hearing to Adopt the Second Amendment to the Fallschase Development Agreement



<b>Review and Approval:</b>	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Scott Brockmeier, Development Services Administrator

### **Statement of Issue:**

This item requests the Board conduct the second and final Public Hearing and adopt the second amendment to the Fallschase Development Agreement removing a requirement to construct a national drug store in the Fallschase Village Center, as requested by the developer and agreed to by the Buck Lake Alliance. The first Public Hearing was conducted on September 17, 2019.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Conduct the second and final Public Hearing and adopt the second amendment to the Fallschase Development Agreement (Attachment #1).

## **Report and Discussion**

### **Background:**

This item requests the Board conduct the second and final Public Hearing and adopt the second amendment to the Fallschase Development Agreement removing a requirement to construct a national drug store in the Fallschase Village Center, as requested by the developer and agreed to by the Buck Lake Alliance. The first Public Hearing was conducted on September 17, 2019.

Leon County and AIG-Baker entered into a Chapter 163 (Florida Statutes) Development Agreement in 2005 (Agreement). The Agreement contains the obligations of both parties and established various procedures, development standards, and conditions that control development of the Fallschase property. The Agreement provides development entitlements of up to 750,000 square feet of commercial/retail use, 1,514 dwelling units, and 35,000 square feet of office use. A Planned Unit Development (PUD) zoning district and Conceptual Master Plan were later adopted by the Board of County Commissioners (Board) on January 31, 2006. The Agreement and PUD is binding on all parties, as well as successors in interest.

The Agreement incorporates a separate agreement between the Buck Lake Alliance (BLA) and the former owner of the property, AIG-Baker Development, LLC, referred to as the Fallschase - Buck Lake Agreement (BLA Agreement). The BLA is a non-profit organization of citizens and stakeholders that represent much of the Buck Lake community. The Agreement incorporates the BLA Agreement as Exhibit H and further states the terms and conditions expressed in the BLA Agreement "shall have the same force and effect as all other terms of this agreement." Additionally, the Agreement states that "all exhibits attached hereto contain additional terms of this Development Agreement and are incorporated herein by reference." The developers of Fallschase and the County must therefore adhere to the terms of the BLA Agreement.

The BLA Agreement includes terms and conditions pertaining to the development of the commercial and residential components of the Fallschase PUD, including minimum architectural design and restrictions on building size. The BLA Agreement also includes a condition that requires construction of a national drug store in the Fallschase Village Center to be located on the corner of Lagniappe Way and Mahan Drive (Attachment #2). As stated in the BLA Agreement, "the Village Center stores shall contain one national drug store not to exceed 16,000 square feet, located at the corner of Mahan Drive and the new commercial center access road, and one additional single owner/tenant store not to exceed 25,000 square feet." The corner parcel referred to in the BLA Agreement is located at the southeast intersection of Lagniappe Way and Mahan Drive. The developer and the BLA have agreed to remove the requirement to construct a national drug store in the Fallschase Village Center and have provided a signed copy of the amendment to the BLA Agreement (Attachment #1).

A developer representing Chipotle Mexican Grill recently approached the County and the BLA with interest in acquiring the corner parcel that was intended for the national drug store with a proposal to develop the parcel with an approximate 2,000 square foot restaurant. Site and development plan approval for a proposed restaurant on the subject property cannot transpire until the BLA Agreement is amended through Board action. In anticipation of filing a site and

development plan application with the County, the developer met with the BLA, the Planning Department's Design Works Studio and the Department of Development Support and Environmental Management staff to secure design concepts for the site.

### **Analysis:**

The amendment to the BLA Agreement releases the developer from constructing a drug store at the intersection of Lagniappe Way and Mahan Drive (Attachment #2). Since the Agreement was adopted in 2005, several drug stores have opened in close vicinity, including those within the Fallschase Wal-Mart, Costco, and Publix in the nearby Mahan Village shopping center. The Commercial Mixed-Use District of the Fallschase PUD, where the subject property is located, is intended to allow for a mix of land uses within the Fallschase Village Center. Restaurants and/or retail are both permissible land uses in this district.

At the time of permitting, layout and design of the structure(s) on the site is required to meet the architectural, layout, and design standards set forth in the Fallschase Village Center Building and Site Design Guidelines and Standards Manual (Design Manual). The Design Manual was adopted by the Board on June 9, 2015. Since adoption of the Design Manual, several projects have been constructed within the Village Center or Village District of the Fallschase PUD implementing Design Manual enhancements such as increased architectural detail, Low Impact Design, and decorative lighting (CMX theater, Applebee's, and a retail building adjacent to Mahan Drive).

The associated trip reservations (traffic concurrency) in the PUD would not be affected by the change since they were generally captured as 'commercial' trips. At the time an application for development review is filed for the subject property, a concurrency application with site-specific data will be reviewed by the DSEM Concurrency Management Planner, and the necessary updates to total trip reservations captured under the Fallschase PUD will be added. The Tallahassee-Leon County Planning Department has reviewed the proposed amendment and found it consistent with the Tallahassee-Leon County Comprehensive Plan.

Chapter 163.3225, Florida Statutes, requires local government to conduct at least two Public Hearings prior to adopting an amendment to a development agreement. The first of two required Public Hearings was held on September 17, 2019. Notice of the second and final Public Hearing was published in the *Tallahassee Democrat* (Attachment #3).

### **Options:**

1. Conduct the second and final Public Hearing and adopt the second amendment to the Fallschase Development Agreement (Attachment #1).
2. Conduct the second and final Public Hearing and do not adopt the second amendment to the Fallschase Development Agreement.
3. Board direction.

### **Recommendation:**

Option #1

Title: Second and Final Public Hearing to Adopt the Second Amendment to the Fallschase  
Development Agreement  
October 15, 2019  
Page 4

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Attachments:

1. Second Amendment to the Fallschase Development Agreement
2. Location Map
3. Legal Ad

## **SECOND AMENDMENT TO FALLSCHASE DRI DEVELOPMENT AGREEMENT**

This SECOND AMENDMENT TO FALLSCHASE DRI DEVELOPMENT AGREEMENT (the “Second Amendment to Development Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between LEON COUNTY, FLORIDA, a political subdivision of the State of Florida (the “County”), and FALLSCHASE II SPE LLC, an Ohio limited liability company (“Fallschase II”) (the County and Fallschase II being hereinafter collectively referred to as the “Parties”).

### **RECITALS**

WHEREAS, on December 12, 2005, the County and AIG-Baker Tallahassee, L.L.C., a Delaware limited liability company (hereinafter “AIG”), entered into the Fallschase DRI Development Agreement, which was recorded at Book 3420, Page 2132 in the Public Records of Leon County, Florida (the “Development Agreement”); and

WHEREAS, on September 29, 2014, the Development Agreement was amended to extend its term an additional ten (10) years, to December 12, 2025, in that Agreement for the Extension of the Fallschase DRI Development Agreement recorded at Book 4730, Page 302 of the Public Records of Leon County, Florida (the “Extension Agreement”); and

WHEREAS, attached to and made a part of the Development Agreement as Exhibit “H” is the Buck Lake – Fallschase Agreement by and between AIG and The Buck Lake Alliance, a Florida corporation (“BLA”); and

WHEREAS, Fallschase II is the successor in interest to AIG and owner of the remaining undeveloped property that is the subject of the Development Agreement; and

WHEREAS, Fallschase II and BLA desire to amend the Buck Lake – Fallschase Agreement by entering into a First Amendment to Buck Lake – Fallschase Agreement, to provide for one or more single owner/tenant retail or other business entity building not to exceed 10,000 square feet, and remove the requirement for a national drug store not to exceed 16,000 square feet in the area known as Village Center; and

WHEREAS, to amend the Buck Lake – Fallschase Agreement will also require removing and replacing Exhibit “H” of the Development Agreement; and

WHEREAS, this Second Amendment to Development Agreement will remove and replace the Buck Lake – Fallschase Agreement with the First Amendment to Buck Lake – Fallschase Agreement, a copy of which is attached hereto and made a part hereof as Composite Exhibit “H”; and

WHEREAS, pursuant to Section 163.3225, Florida Statutes (2018), the Board of County Commissioners is required to conduct two duly noticed public hearings to consider and approve the Second Amendment to Development Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The Development Agreement is amended by removing and replacing the Buck Lake – Fallschase Agreement, which is attached to and made a part of the Development Agreement as Exhibit “H”, with the First Amendment to Buck Lake – Fallschase Agreement, a copy of which is attached hereto and made a part of this Second Amendment to Development Agreement as Composite Exhibit “H”.

2. Except as provided herein, the terms and provisions of the Development Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties evidence their agreement through the execution of this Second Amendment to Development Agreement by their duly authorized signatories.

WITNESSES: **FALLSCHASE II SPE LLC,**  
an Ohio limited liability company

\_\_\_\_\_  
Witness Signature By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Signature \_\_\_\_\_  
Print Title

\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_, as \_\_\_\_\_ of Fallschase II SPE LLC, an Ohio limited liability company, on behalf of said entity, who ( ) is personally known to me, or ( ) who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Jimbo Jackson, Chairman  
Board of County Commissioners

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

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

BY: \_\_\_\_\_  
Herbert W.A. Thiele, Esq.  
County Attorney



Composite Exhibit H

Prepared by and Return to:  
Lawrence V. Ansbacher, Esq.  
Ansbacher & Schneider, P.A.  
5150 Belfort Road, Building 100  
Jacksonville, Florida 32256

FIRST AMENDMENT TO  
BUCK LAKE – FALLSCHASE AGREEMENT

This FIRST AMENDMENT TO BUCK LAKE – FALLSCHASE AGREEMENT ("First Amendment") is entered into and made effective this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between Fallschase II SPE LLC, an Ohio limited liability company ("Fallschase") as successor to AIG Baker Development, L.L.C., a Delaware limited liability company ("AIG") and The Buck Lake Alliance, a Florida corporation ("BLA"). Fallschase and BLA mutually agree this First Amendment shall be incorporated by reference into the Development Agreement as identified below.

RECITALS

WHEREAS, on November 28<sup>th</sup>, 2005, AIG and BLA entered into the Buck Lake- - Fallschase Agreement ("Fallschase Agreement") being Exhibit H to the Fallschase DRI Development Agreement, recorded in Official Records Book 3420, Page 2132 as thereafter extended in that Agreement for the Extension of the Fallschase DRI Development Agreement recorded Official Records Book 4730, Page 302 all of the Public Records of Leon County, Florida (collectively "Development Agreement").

WHEREAS, the parties desire to modify the Fallschase Agreement as hereafter provided.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

The text of Section 2 as provided in the Fallschase Agreement being:

"2. The area east of Mahan Drive, north of the new commercial entrance road, extending along Buck Lake Road just past the entrance from Buck Lake Road into Fallschase, as shown on Exhibit B.2 of the Fallschase Development Agreement, will be known as the "Village Center." The Village Center architecture will be equal to or better than the architecture of AIG's Patton Creek center. See photos attached as composite Exhibit "2." The Village Center stores shall include one national drug store not to exceed 16,000 square feet, located at the corner of Mahan Drive and the new commercial center access road, and one additional single owner/tenant store not to exceed 25,000 square feet. All other buildings for single owners/tenants shall not exceed 10,000 square feet. Any larger buildings shall be designed for multiple owners or multiple tenants. The theatre will conform to the style and materials of the Village Center, but certain design features and signage required to maintain the owner/tenant's corporate identity shall be determined by the owner/tenant."

is hereby deleted in its entirety and replaced with the following:

"2. The area east of Mahan Drive, north of the new commercial entrance road, extending along Buck Lake Road just past the entrance from Buck Lake Road into Fallschase, as shown on Exhibit B.2 of the Fallschase Development Agreement, will be known as the "Village Center." The Village Center architecture will be equal to or better than the architecture of AIG's Patton Creek center. See photos attached as composite Exhibit "2." The Village Center stores may include one or more single owner/tenant retail or other business entity building located at the corner of Mahan Drive and Lagniappe Way not to exceed 10,000 square feet and in compliance with all of the requirements of the Fallschase Village Center Building and Site Design Guidelines and Standard Manual, ("Design Manual"). All other buildings for single owners/tenants shall not exceed 10,000 square feet. Any larger buildings shall be designed for multiple owners or multiple tenants. The theatre will conform to the style and materials of the Village Center, but certain design features and signage required to maintain the owner/tenant's corporate identity shall be determined by the owner/tenant."

IN WITNESS WHEREOF, the parties evidence their agreement through the execution of this First Amendment by their duly authorized signatories.

All signatures appear on following page(s).

1<sup>st</sup> Witness: Tami Touchette  
Print Name: TAMI TOUCHETTE

Fallschase II SPE LLC,  
an Ohio limited liability company

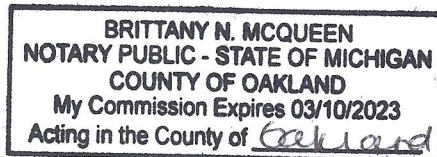
2<sup>nd</sup> Witness: Brittany McQueen  
Print Name: Brittany McQueen

By: [Signature]  
Print Name: Daniel L. Stern  
Its: Authorized Signer  
Date of Execution: \_\_\_\_\_

STATE OF ~~FLORIDA~~ MICHIGAN  
COUNTY OF Oakland

The foregoing instrument was witnessed and acknowledged before me this 15<sup>th</sup> day of August, 2019 by Daniel Stern, Authorized Signer of Fallschase II SPE LLC, a limited liability company, on behalf of said entity ( ) who is/are all personally known to me or (X) who have produced \_\_\_\_\_ (Florida Driver's License) as identification.

Brittany McQueen  
Notary Public, State of MICHIGAN  
My Commission Expires 03/10/2023



1<sup>st</sup> Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Buck Lake Alliance, inc,  
A Florida corporation

2<sup>nd</sup> Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date of Execution: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was witnessed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_, on behalf of said entity ( ) who is/are all personally known to me or ( ) who have produced \_\_\_\_\_ (Florida Driver's License) as identification.

Notary Public, State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

1<sup>st</sup> Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Fallschase II SPE LLC,  
an Ohio limited liability company

2<sup>nd</sup> Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: Daniel L. Stern  
Its: Authorized Signer  
Date of Execution: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was witnessed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_, a \_\_\_\_\_, on behalf of said entity ( ) who is/are all personally known to me or ( ) who have produced \_\_\_\_\_ (Florida Driver's License) as identification.

Notary Public, State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

1<sup>st</sup> Witness: [Signature]  
Print Name: Ryan D. Culpper

Buck Lake Alliance, inc,  
A Florida corporation

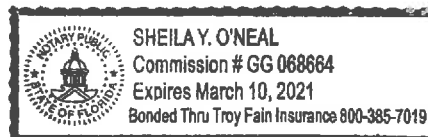
2<sup>nd</sup> Witness: [Signature]  
Print Name: SCOT BROCKMEIER

By: [Signature]  
Print Name: Gerry Miller  
Its: \_\_\_\_\_  
Date of Execution: 8/14/19

STATE OF FLORIDA  
COUNTY OF Leon

The foregoing instrument was witnessed and acknowledged before me this 14 day of August, 2019 by Gerald W. Miller, \_\_\_\_\_ of Buck Lake Alliance, Inc, a \_\_\_\_\_, on behalf of said entity ( ) who is/are all personally known to me or ( ) who have produced M460-299-51-369-D (Florida Driver's License) as identification.

[Signature]  
Notary Public, State of Florida  
My Commission Expires March 10, 2021





**BUCK LAKE--FALLSCHASE AGREEMENT**

THIS AGREEMENT is entered into as of the 28th day of November, 2005, by and between AIG BAKER DEVELOPMENT, L.L.C., a Delaware Limited Liability Company and/or its successors and assigns, (hereafter "AIG") and The Buck Lake Alliance, a Florida corporation, (hereafter "BLA"). AIG and BLA mutually agree that the following terms and conditions shall be incorporated by reference into the Fallschase Development Agreement (hereafter "the Development Agreement") between Leon County and AIG. This Agreement shall be an exhibit to the Development Agreement, and the terms and conditions set out below shall have the same force and effect as if said terms and conditions were set out in the Development Agreement.

**A. Commercial Development**

1. The total retail commercial development on the site will be 750,000 square feet, and the total office development on the site will be 35,000 square feet. The mixed use development shall be drawn from these totals. AIG will adhere to the Letter of Intent from Ronald L. Carlson, Executive Vice-President -- Development, AIG Baker Shopping Center Properties, L.L.C., to the Buck Lake Alliance dated November 18, 2005, attached hereto as Exhibit "1," expressing AIG's commitment to a quality development. The Buck Lake Alliance acknowledges that this letter is a statement of intent, and is not enforceable by legal action. The Buck Lake Alliance may refer to the Letter of Intent in regard to the PUD Concept Plan or later site plans if it believes that AIG is departing from the intent expressed therein.
2. The area east of Mahan Drive, north of the new commercial entrance road, extending along Buck Lake Road just past the entrance from Buck Lake Road into Fallschase, as shown on Exhibit B.2 of the Fallschase Development Agreement, will be known as the "Village Center." The Village Center architecture will be equal to or better than the architecture of AIG's Patton Creek center. See photos attached as composite Exhibit "2." The Village Center stores shall include one national drug store not to exceed 16,000 square feet, located at the corner of Mahan Drive and the new commercial center access road, and one additional single owner/tenant store not to exceed 25,000 square feet. All other buildings for single owners/tenants shall not exceed 10,000 square feet. Any larger buildings shall be designed for multiple owners or multiple tenants. The theatre will conform to the style and materials of the Village Center, but certain design features and signage required to maintain the owner/tenant's corporate identity shall be determined by the owner/tenant.
3. The main commercial area located generally south of the new east-west access road, east of the Fallschase property boundary, and west of the new north-south entrance road, as shown on Exhibit B.2, may include larger stores, not to exceed a total of 500,000 square feet for all stores in this area. The larger stores will be designed to compliment the village center appearance.
4. The two ponds located on either side of Fallschase Boulevard at the south end of the commercial area will be wet detention stormwater treatment facilities for all commercial and office facilities and associated parking areas south of Buck Lake Road. These ponds will be

Exhibit "H"

J.D.  
11/28/05  
RC

designed consistent with the best practices of civil engineering design to minimize the unlikely event of a failure.

5. AIG agrees to extend the landscaping proposed to border Buck Lake Road along Mahan Drive adjacent to Fallschase as shown on Exhibit "B.3" of the Development Agreement.

6. AIG agrees to a 4 story height limit throughout the mixed use area, located east of the north-south entrance road and south of Buck Lake Road, as shown on Exhibit B.2 of the Development Agreement.

**B. Residential Development**

8. The total number of residential units shall be 1,514 (757 single family and 757 multi-family). AIG agrees to a 3 story height limit for residential structures adjacent to Buck Lake Road. All other residential structures will be limited to 5 stories and 70 feet maximum building height.

9. AIG agrees to a minimum 30 foot vegetated buffer along the entire eastern boundary of Fallschase, and along the northern boundary beginning at the northeastern corner of the Property and extending west to Davis Road.

10. AIG agrees that multi-family residential will not be located adjacent to the lakefront, or adjacent to the eastern boundary, or adjacent to the western boundary south of the commercial and mixed use development.

11. If AIG acquires additional property adjacent to Buck Lake Road, it will be limited to residential uses.

12. AIG will adhere to the lighting standards set out in Exhibit "D, VI, and VII" to the Development Agreement to avoid unnecessary spillover of light into the atmosphere (upward) or off the Fallschase property.

**C. Lakefront Single-family Lots**

13. All lakefront lots, except the lots on the two "fingers," will be platted as depicted on Exhibit B. 4 of the Development Agreement, so that each house will be located above the 51 foot contour. Houses will be elevated 3 feet above the 51 foot contour. The only disturbance below the 51 foot contour will be for swales within the lot to treat stormwater for each individual lot, and for the homeowner's landscaping and maintenance within the lot. Stormwater treatment shall meet or exceed the standards in Exhibit "D" of the Development Agreement.

14. The lakefront lots located on the two fingers, as shown on Exhibit B.4 of the Development Agreement may include a house location below the 51 foot contour. AIG may build retaining walls surrounding the fingers and place additional fill on the fingers as necessary. Otherwise, the only disturbance permitted below the 51 foot contour will be for stormwater treatment and for the homeowner's landscaping and maintenance within the lot. Stormwater

J.D.  
11/2/04  
R/C

treatment shall meet or exceed the standards in Exhibit D of the Fallschase Development Agreement.

**D. Weems Neighborhood**

15. The letter dated November 18, 2005, from Ronald L. Carlson, Executive Vice-President -- Development, AIG Baker Shopping Center Properties, L.L.C., to The Weems Communities, attached hereto as Exhibit "3" is incorporated herein by reference. The terms and conditions expressed in the letter shall have the same force and effect as all other terms of this Agreement.

**E. PUD and Site Plan Review**

16. AIG will submit the PUD concept plan and all subsequent site plans (including the commercial area photometric lighting plan) to the BLA Community Committee before it files the plans with County for approval. The Community Committee shall have seven (7) days to review and comment on the plan prior to AIG filing said plans with the County. The Committee's comments shall be advisory only.

17. When AIG closes on the Fallschase DRI property, AIG shall assign all vested development rights for the Fallschase DRI/PUD in excess of those approved in the Development Agreement to the portion of the Southern Property to be donated to Leon County. At the same time, AIG shall release, waive, extinguish and otherwise relinquish any and all claims that it may have to vested development rights to develop the Fallschase DRI/PUD at a density in excess of that approved in the Development Agreement. A copy of the assignment, release and waiver shall be recorded in the public records of Leon County, and a copy thereof shall be filed with the Department of Community Affairs and a copy provided to the BLA President.

AIG BAKER SHOPPING CENTER  
PROPERTIES, LLC, a Delaware Limited  
Liability Company

BUCK LAKE ALLIANCE, Inc.  
a Florida Corporation

By: Ronald L. Carlson

By: John D. Dew

Printed Name: RONALD L. CARLSON

Printed Name: John D. Dew

Title: EXECUTIVE VICE PRESIDENT

Title: President, Buck Lake Alliance, Inc.

Date: 11/28/05

Date: November 28, 2005



**Composite  
Exhibit B**











November 22, 2005

Mr. Leroy Peck  
Mr. Jim Wells  
The Weems Communities

**Re: Fallschase Development issues relating to the Weems Communities**

Dear Leroy and Jim:

The following is a listing of the issues we discussed and their resolution.

1. Sewer – We have asked the City of Tallahassee to serve the Fallschase Development with all utilities, including sanitary sewer. While we have confidence the City will provide such utilities, until we have a written commitment we must keep the existing on-site sewer plant as an option to serve the commercial development of Fallschase. Upon receipt of said commitment and our closing of the purchase of the said property, we will issue a letter to you confirming that the sewer plant will be dismantled.
2. Storm Water Management – The ditch along the eastern boundary of Fallschase will be relocated into the 30' easement that presently exists along the Fallschase property line.

The design for the handling of stormwater off the commercial development of the Fallschase property will be subject to best civil engineering design practices and the overflow of stormwater runoff will be directed westerly, in the event of a storm system failure. This overflow will enter the Fallschase stormwater system which will direct stormwater away from the Weems Communities.

The stormwater ponds serving the commercial development of Fallschase will be wet ponds if soils conditions allow. These ponds will be designed under best practices of civil engineering design to minimize the unlikely event of a failure.

3. If the road referred to as Fallschase Boulevard Extension is built, we will restrict commercial truck traffic from using this road through signage. Landscaping and dumpster enclosures will be used to minimize noise from these types of operations.

**Exhibit 3**

AIG Baker Development, L.L.C.

AIG Baker Real Estate, L.L.C.

AIG Baker Management, L.L.C.

1701 Lee Branch Lane • Birmingham, Alabama 35242 • 205/969.1000 Fax 205/969.1051

4. a. Fallschase Boulevard Extension will contain a buffer strip of no less than 30 feet from the southern curb of the roadway. Plantings in the buffer will include two rows of 3' shrubbery that will grow to 6' at maturity. No less than 125 trees will be planted in the buffer strip.
- b. Retaining Walls. No retaining wall shall exceed 15' in height. If a wall is needed that is higher than 15', there will be a bench of 8' (horizontally) insert in the wall profile. Such walls will be constructed from textured material such as split-face block. Any benches will be landscaped with proper screening materials.
- c. Commercial buildings shall be set back from the northern boundary of the Weems Communities by at least 150 feet.

Fallschase Boulevard Extension – If built, the traffic impacts on Weems Road, the intersection of Weems Road and Easterwood and the intersection of Easterwood and Capitol Circle will be mitigated by the governmental entities involved or by a cost-sharing agreement between the governmental entities and the Fallschase Developer.

No attached housing will border any existing residential community contiguous to the Fallschase property.

We will provide technical data from our lighting engineers that will show that light generation shall be shielded to minimize lighting spillover.

All slopes bordering the Weems Communities will be designed by registered civil engineers utilizing best management practices.

Most of the rear walls of the buildings will be screened by appropriate landscaping and the rear walls will be constructed with split-face block painted in two complementary colors.

We prefer to use evergreen trees in most of our landscaping design with complementing deciduous hardwood trees.

We will provide a six foot combination sidewalk and bike path for the length of the Fallschase Boulevard Extension and pedestrian crossings on the Fallschase Boulevard Extension will be striped and signage will be installed to alert motorists of the crossing.

At the appropriate time, we will appoint a project manager for the commercial development and will provide you with the contact information.

We will meet the county standards for siltation and runoff management during construction. Heavy equipment operation will be restricted to the hours of 6:00 AM to 10:00 PM daily.

AIG Baker Shopping Center Properties welcomes this opportunity to work with the Weems Communities and we look forward to being your neighbors. Please note that the terms offered herein are only between the Weems Communities and AIG Baker Shopping Center Properties and will become effective upon our closing of the purchase of the Fallschase property.

This document will be binding on AIG Baker Development, L.L.C., its successors and assigns, and the homeowner associations of the Weems Communities.

If you have any questions or comments, please do not hesitate to contact me.

Very truly yours,  
**AIG Baker Development, L.L.C.**



Ronald L. Carlson  
Executive Vice President –  
Development

cc: Robert Apgar, Esquire  
Andrew Lewis

Acceptance:  
**The Weems Communities**

By: \_\_\_\_\_

Date: \_\_\_\_\_



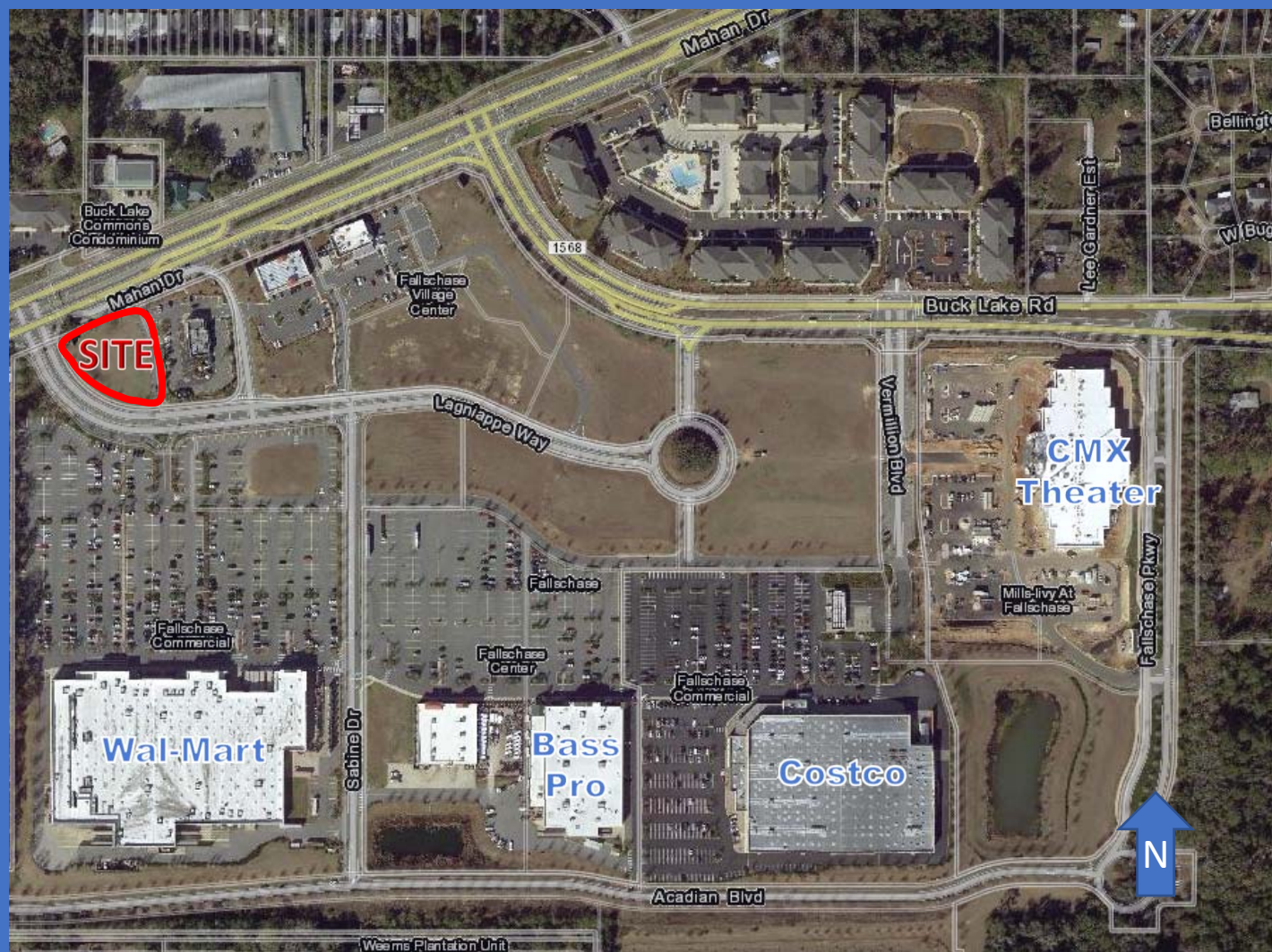
## Site Location Map

**Parcel I.D.:**  
11-27-30-000-006-1

**Property Owner:**  
Fallschase II SPE, LLC

**Acreage:**  
0.92 Ac

**Zoning District:**  
Fallschase Planned  
Unit Development  
(PUD)



## **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, October 15, 2019, 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 an amendment to the Fallschase DRI Development Agreement for the Fallschase development located on Buck Lake Road and Mahan Drive (U.S. Highway 90). The proposed amendment consists of an amendment to the Buck Lake – Fallschase Agreement, which is attached to and made a part of the Fallschase DRI Development Agreement as Exhibit “H”.

The amendment to the Buck Lake – Fallschase Agreement affects the area known as “Village Center,” located east of Mahan Drive, north of the commercial entrance road, extending along Buck Lake Road just past the entrance from Buck Lake Road into Fallschase. The amendment will provide for one or more single owner/tenant retail or other business entity building not to exceed 10,000 square feet, and will remove the requirement for a national drug store not to exceed 16,000 square feet.

The Fallschase DRI Development Agreement sets forth the following types of development uses and building intensities: 750,000 square feet of commercial uses; 35,000 square feet of office space; and 1,514 residential units (757 single family dwellings and 757 multi-family dwellings, but specific population densities were not indicated). The Development Agreement also approved building height limits of 4 stories for the mixed use area, 3 stories for residential structures adjacent to Buck Lake Road, and 5 stories and 70 feet maximum for all other residential structures.

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.

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 the proposed amendment to Fallschase DRI Development Agreement may be inspected at the following locations during regular business hours:

Leon County Courthouse  
301 S. Monroe Street  
5th Floor Reception Desk  
Tallahassee, Florida 32301



and

Leon County Department of Development Support  
and Environmental Management  
435 N. Macomb Street  
Renaissance Center, 2nd Floor  
Tallahassee, Florida 32301

Advertise: October 8, 2019

F05-00133